



CITY OF BRIGHTON

"Providing quality service"

| | |
|-------------|--|
| Date | |
| Check # | |
| Amount | |
| Site Plan # | |

APPLICATION FOR SPECIAL LAND USE PERMIT

City Hall
 200 N. First St.
 Brighton, MI 48116-1593
 (810) 227-1911
 Fax# 227-6420
 TDD Phone: (810) 227-8357

City Manager
 225-8022

Community Development
 Assistant Assessor
 227-9066
 Assessor
 225-8024
 Building
 227-9005
 Bldg. Inspection Line
 227-0419
 Community Development &
 Planning Director
 225-8025
 Bldg. Code Enforcement
 227-9007
 Deputy City Planner
 225-9257

**City Clerk/
 Human Resource Director**
 225-8021
 Cemetery/Voter Registration
 227-0463

Finance
 Accounts Payable
 225-8019
 Assistant Finance Director
 225-9283
 Finance Director
 225-8020
 Property Taxes
 227-0179
 City Treasurer
 225-8023
 Utility Billing
 225-8041

Police Department
 440 S. Third
 (810) 227-2700
 Fax# 227-2063

Public Service Director
 225-9284

Water Plant
 227-2968

Wastewater Plant
 227-9479
 Fax# 227-7635

DPS Service Building
 225-8001
 Fax# 225-9249

Brighton Community Center
 225-8048
 Fax# 225-9248

PROJECT ADDRESS: _____

PETITIONER: _____

PETITIONER ADDRESS: _____

A. Location and brief description of site and surroundings:

Lot Dimensions: N _____, E _____, S _____, W _____

Lot Area (acres or fraction): _____

Site Zoning: _____

Adjacent Zoning of Surrounding Properties:

N _____, E _____

S _____, W _____

B. Proposed use of development: _____

C. Standards for a Special Land Use:

Sec. 98-126. Intent.

Special land uses are uses of land or buildings which may be appropriately permitted in specific locations within a district if special measures are taken to mitigate aspects of the use which could create incompatibilities between the special land use and uses generally permitted throughout the district. This article authorizes establishment of certain special land uses in particular districts when compliance is found with specified standards.

Sec. 98-127. Standards.

A special land use must meet general standards which involve judgment and leave room for interpretation. In general, special land uses are of larger scale or intensity with a potential impact which goes beyond the subject site and abutting uses. All special land uses shall meet the following minimum standards:

- (1) Describe how the proposed use is consistent with the spirit and intent of the Special Land Use Regulations.

- (2) Describe how the proposed use is compatible with adjacent uses of land, the natural environment and the capabilities of affected public services and facilities.

- (3) Describe how the proposed use is consistent with the public health, safety and welfare of the community.

- (4) Describe how the proposed use is in conformance with the objectives and specific elements of the current adopted comprehensive plan of the city and with any special studies adopted as amendments thereto.

D. Application Submittal

- (1) Every application **involving the construction** of or addition to a building or structure shall be accompanied by the completed, original special land use application with sixteen (16) signed and sealed sets of full size (24"x36") FOLDED drawings, and a read-only digital copy of the proposed site plan, prepared pursuant to chapter 82 of this Code, in Autocad format (.dwf) to be e-mailed to consultants and for display on the City's website and municipal channel.

- (2) Every application **not involving construction** of or addition to a building or a structure shall be accompanied by twelve (12) copies of a plot plan. The plot plans should be signed and sealed sets of full size (24"x36") FOLDED drawings, and a read-only digital copy of the proposed plot plan, in Autocad format (.dwf) to be e-mailed to consultants and for display on the City's website and municipal channel. A plot plan shall include a scale drawing of the subject of parcel showing:
- a. Building locations and dimensions;
 - b. Floor Plan;
 - c. Access drives and parking areas;
 - d. Abutting land uses;
 - e. Location and dimensions of all walls, fences and screen plantings;
 - f. Location and specifications of any proposed exterior lighting;
 - g. Legal description.
- (3) The City may require such additional information as may be reasonably required to determine compliance with this article.

*****ALL COPIES MUST BE FOLDED AND RECEIVED BY NOON OF THE SUBMITTAL DATE, OTHERWISE THEY WILL NOT BE ACCEPTED.*****

- (4) Review fees, property delinquencies and penalties shall be paid at the time the special land use application and drawings are submitted. **Initial review fees are the **minimum** fees required. Additional fees may be incurred.**
- (5) The meeting at which the Planning Commission will consider the site plan review application, drawings, and other submittals will be determined when the special land use application is deemed complete. A meeting schedule is included on the last page of this packet. Any site plan review application submitted after the monthly deadline will not be considered for that month's agenda.
- (6) The information required on the special land use application and drawings is the **minimum amount of information** that generally applies to all special land use applications. Additional project specific information may also be required. Failure to submit information and materials will delay consideration of the site plan review application until such time they are submitted and found to be in acceptable form.
- (7) Generally, one week after the special land use application submittal deadline, a consultant meeting will be scheduled to consider staff and consultant input. ** It need be determined by staff at this meeting whether the applicant will have an additional review meeting with staff and consultants. Additional meetings will be assessed all applicable fees as indicated on the planning fee schedules.

E. Special Land Use Application Procedure.

- (1) This special land use application and drawings will be reviewed by various entities, including, but not limited to: City Staff, City Planning Consultant and City Engineers for compliance with the City Codes and sound development practices. The applicant will be informed which Planning Commission meeting the site plan review application will be considered.

- (2) The Planning Commission will hold a public hearing on the completed special land use application. The Planning Commission will submit to the City Council a summary of the comments received at the public hearing, its findings of fact in terms of the application of the standards of the Special Land Use Regulations, its recommendations, and any proposed conditions together with the application and documentation.
- (3) The City Council will act upon the proposed Special Land Use permit after receipt of the materials described above. The City Council may, by resolution, grant permits for special land uses. Such permits may contain conditions and restrictions consistent with the terms of the Special Land Use Regulations.

The City Council may conduct another public hearing, preceded by a public notice. The City Council may require reasonable conditions, pursuant to Chapter 82, Site Plan Review.

F. Property Delinquencies

City Charter provisions prohibit the review of any petition for rezoning, site plan review, special land use permit, building permits or extension of water and sewer service to properties which are in default to the City. This includes, but is not limited to, tax delinquencies, special assessment delinquencies, and water and wastewater payment delinquencies.

G. Warranty of Petitioner (MUST BE COMPLETED BY PETITIONER)

The special land use application submitted contains the **minimum** amount of information required by the City. I understand that the proposed special land use permit will not be considered by the Planning Commission until such time that the application contains at least the minimum amount of information required by the City.

I understand that if the Planning Commission and City Council approve the proposed special land use application that I am bound to construct/manage the project in strict compliance with the approved permit/plan. The attached special land use application clearly represents my intentions to develop the proposed project.

I (we) the undersigned, hereby make application for special land use approval for the following described property: _____

I warrant to the City that neither I (we) or the subject property are in default to the City and that if a search of City records indicates a default of any kind, that the deficiency will be resolved prior to the Planning Commission's consideration of the proposed site plan.

Signature of Owner(s)

Signature of Petitioner(s)

Print name of Owner(s)

Print name of Petitioner(s)

Date: _____

Date: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Cell: _____

Cell: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

**CITY OF BRIGHTON
OPEN MEETINGS ACT
PUBLIC NOTICE OF MEETINGS-2010**

The City of Brighton and all City Boards and Commissions utilize the office of the City Clerk located in the Brighton City Hall, 200 N. First Street, Brighton, MI 48116, as their principal office and they hold all of their regular meetings in the City Council Chambers within the Municipal Building unless otherwise noticed. They utilize (810)227-1911 as their official telephone number. ***Regular meeting date has been changed due to Holiday and/or request of the board/commission.** Those public bodies having regularly scheduled meetings have established the following dates, time, and places:

CITY COUNCIL MEETING

**First and Third Thursday of each month
Blue Sky Session at 7:00 P.M.
Regular Session at 7:30 P.M.**

| | |
|-----------------|------------------|
| January 7 & 21 | July 1 & 15 |
| February 4 & 18 | August 5 & 19 |
| March 4 & 18 | September 2 & 16 |
| April 1 & 15 | October 7 & 21 |
| May 6 & 20 | November 4 & 18 |
| June 3 & 17 | December 2 & 16 |

PLANNING COMMISSION

**Third Monday of each month
Review Session at 7:00
Regular Session 7:30**

| <u>Meeting Date</u> | <u>Deadline for Submittal</u> |
|------------------------------------|--------------------------------------|
| January 25, 2010-per 11/16 PC app | December 17, 2009 |
| February 22, 2010-per 11/16 PC app | January 22, 2010 |
| March 15, 2010 | February 16, 2010 |
| April 19, 2010 | March 19, 2010 |
| May 17, 2010 | April 16, 2010 |
| June 21, 2010 | May 21, 2010 |
| July 19, 2010 | June 18, 2010 |
| August 16, 2010 | July 16, 2010 |
| September 20, 2010 | August 20, 2010 |
| October 18, 2010 | September 17, 2010 |
| November 15, 2010 | October 15, 2010 |
| December 20, 2010 | November 19, 2010 |

ZONING BOARD OF APPEALS

**Second Thursday of each month
Regular Session at 7:30 P.M.**

| <u>Meeting Date</u> | <u>Deadline for Submittal</u> |
|------------------------------|--------------------------------------|
| January 14, 2010 | December 14, 2009 |
| February 11, 2010 | January 11, 2010 |
| March 11, 2010 | February 11, 2010 |
| April 8, 2010 | March 8, 2010 |
| May 13, 2010 | April 12, 2010 |
| June 10, 2010 | May 10, 2010 |
| July 8, 2010 | June 7, 2010 |
| August 12, 2010 | July 12, 2010 |
| September 9, 2010 | August 9 2010 |
| October 14, 2010 | September 13, 2010 |
| 11/10/2010-per 12/10 ZBA App | October 11, 2010 |
| December 9, 2010 | November 8, 2010 |

PRINCIPLE SHOPPING DISTRICT

**First *Tuesday of each month at 7:30 a.m.
(*unless otherwise noted)**

| <u>Meeting Date</u> | <u>Meeting Date</u> |
|----------------------------|-------------------------------|
| January 5, 2010 (Tuesday) | July 6, 2010 (Tuesday) |
| February 2, 2010 (Tuesday) | *August 4, 2010 (Wednesday) |
| March 2, 2010 (Tuesday) | September 7, 2010 (Tuesday) |
| April 6, 2010 (Tuesday) | October 5, 2010 (Tuesday) |
| *May 5, 2010 (Wednesday) | *November 3, 2010 (Wednesday) |
| June 1, 2010 (Tuesday) | December 7, 2010 (Tuesday) |