



APPLICATION FOR
SITE PLAN REVIEW
SPECIAL LAND USE APPROVAL
CITY OF HARPER WOODS
19617 HARPER AVENUE -- HARPER WOODS, MI 48225
313-343-2500
WWW.HARPERWOODSCITY.ORG

SITE PLAN

SPECIAL LAND USE

PROJECT INFORMATION		
NAME OF PROJECT:		PHONE:
ADDRESS OF PROJECT:		
CITY:	STATE:	ZIP:
CURRENT USE OF PROPERTY:		
PROPOSED USE OF PROPERTY:		
ZONING:	PARCEL SIZE (L X W):	
PARCEL ID		
APPLICANT INFORMATION		
APPLICANT NAME:		PHONE:
APPLICANT ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL ADDRESS:		
PROJECT MANAGER (REQUIRED)		
NAME:		PHONE:
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL ADDRESS:		
OWNER INFORMATION		
OWNER NAME:		PHONE:
OWNER ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL ADDRESS:		
ARCHITECT/ENGINEER		
NAME:		PHONE:
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL ADDRESS:		

Pre-Application Process - not required but recommended

Developers are encouraged to meet with the City staff prior to any extensive design work and submission of an application. Pre-application conferences will give the City and the developer an opportunity to discover and discuss issues and problems that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review.

An appointment for pre-application conference can be scheduled by calling the building department at 313-343-2526. Consult Section 10-762 of the City's Zoning Ordinance for specific information relevant to Site Plan submission.

The Planning Commission meets the fourth (4th) Wednesday of each month, applications for Site Plan Review are due fifteen (15) days prior to the meeting. Please note that meeting dates may be altered for November and December due to holidays.

It is the applicant's responsibility to provide revised drawings if required. Please note that applications may be submitted on the last filing day or if significant issues have not been resolved in a timely manner.

Only complete applications will be processed. Incomplete applications will be returned.

A complete application includes the following list of items pertaining to the request:

- Twelve (12) full sized, folded copies and one (1) ledger sized copy of a scaled, legible illustration with the required details; i.e. elevations and floor plan, etc.
- One electronic copy of complete application and illustrations
- A separate detailed written statement fully explaining your request
- Legal description of the property (or attach a legal boundary description)
- The fees according to the City's fee schedule
- For Special Land Use - All applications must be filed simultaneously with an application for Site Plan Review per Section 10-770 of the Zoning Ordinance.

APPLICANT SIGNATURE:

DATE:

PRINT NAME:

SPECIAL LAND USE PROCEDURES

The petitioner shall submit sixteen (16) copies of the site plan and completed application form to the Clerk's office at least twenty (20) days prior to a scheduled Planning Commission meeting (for newspaper publication requirements). The special land use request and site plan shall meet all applicable submission requirements of Section 10-770 of the City of Harper Woods Zoning Ordinance. The Plans shall be prepared at standard engineering sizes and shall be folded to 10" by 12" or less in size.

1) Briefly describe request:

Attach the following:

- Property Boundaries
- Existing and Proposed Buildings
- Unusual Physical Features of the Site or Building
- Abutting Streets
- Existing Zoning on Adjacent Properties
- Location of Buildings on Adjacent Properties

In order for the City Council to grant a Special Land Use, the applicant must provide a written report that specifically addresses each of the nine (9) standards outlined in Section 10-770. The following is a reprint of these standards or attach a separate sheet of paper

1) The proposed Special Land Use will promote the use of land in a socially and economically desirable manner for those persons who will use the proposed land use activity; for those landowners and residents who are adjacent; and for the city as a whole.

2) The proposed Special Land Use is necessary for the public convenience at the location

3) The proposed Special Land Use is compatible with adjacent uses of land

4) The proposed Special Land Use is so designed, located and proposed to be operated that the public health, safety and welfare will be protected.

5) The proposed Special Land Use can be adequately served by public services and facilities without diminishing our adversely affecting public services and facilities to existing land uses in the area.

6) The proposed Special Land Use will not cause injury to the value of other property in the neighborhood in which it is to be located.

7) The proposed Special Land Use will protect the natural environment and help conserve natural resources and energy.

8) The proposed Special Land Use is within the provisions of users requiring special approval as set forth in the various zoning districts herein, is in harmony with the proposed and conforms to the applicable regulations of the zoning district in which it is to be located, and meets applicable site design standards for each use specified in Sections 10-240 through 10-262.

9) The proposed Special Land Use is related to the valid exercise of the City's police power and purposes, which are affected by the proposed use of activity.

Please provide Names and Addresses of all other persons, firms, or corporations having a legal or equitable interest in the property: (applicant must also provide lease, purchase agreement or written authorization from owner).

I, do hereby declare that I am the owner or authorized agent of the owner, of the above legally described property on which the request is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the request is granted, I am in no way relieved from all other applicable requirements of the City of Harper Woods Zoning Ordinance. I also understand that I am responsible for actual costs for engineering, planning and administrative fees.

By virtue of my application, I do hereby declare that the appropriate appointed officials and City staff responsible for the review of my applications are given permission to visit and inspect the property regarding my petition in order to determine the suitability of the request.

Applicant Signature:

Date:

PRINT NAME:

PROCESSING OF REQUESTS

City staff will date the application, accept fees and forward copies of application and plans to

City Manager
Planning Consultant
City Engineer

City Clerk

Building Department
Planning Commission

The Site Plan review will be placed upon the agenda of the Planning Commission. Staff shall notify the petitioner of the date and time of the meeting.

PUBLIC HEARING NOTICES AND REQUIREMENTS

Notice of a request for special approval of a land use shall be in the form of one (1) notice published in a newspaper of general circulation in the City, plus a notice sent by mail or by personal delivery to the owners of property for which approval is being considered, to all persons whom real property is assessed within 300 feet of the boundary of the property in questions, and to the occupants of all structures within 300 feet. The notice shall be given not less than 15 days before the application will be considered and the notice shall:

1. Describe the nature of the special land use request.
2. Indicate the property which is the subject of the special land use request, including the street address(es) involved in the request.
3. State when and where the special land use request will be considered.
4. Indicate when and where written comments will be received concerning the request.
5. Indicate that a public hearing on the special land use request may be requested by a property owner or the occupant of a structure located within 300 feet of the boundary of the property being considered for a special use

PLANNING COMMISSION ACTION

The site plan shall be reviewed by the City Planning Commission and shall be approved, disapproved or approved with conditions the City Planning Commission feels should be imposed. If the City Planning Commission finds a site plan not in conformance with the provisions set forth in this Section, it may, at its discretion, return the site plan to the applicant with a written statement of the modifications necessary to obtain approval.

SPECIAL LAND USE - APPROVAL BY CITY COUNCIL

City Council may deny, approve, or approve with conditions, request for special approval of a land use. The decision on a special approval shall be incorporated in a statement of conclusions relative to the specific land use under consideration. The decision shall specify the basis for the decision, and any conditions imposed. Any approval given by the City Council under which premises are not used or work is not started within six (6) months or when such use or work has been abandoned for a period of six (6) months, shall lapse and cease to be in effect.