

**City of Harper Woods**  
**19617 Harper Avenue**  
**Harper Woods, MI 48225**  
**313-343-2526 - Building Department**  
**313-642-6825 - fax**  
**www.harperwoodscity.org**

**SPECIAL LAND USE APPLICATION INSTRUCTIONS**

**Pre Application Conference:** 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. These conferences will make the entire review process more efficient.

An appointment for pre-application conference can be scheduled by calling the Building Department at 313-343-2526. While a pre-application conference is not required, it is highly recommended. When a pre-application conference does not occur, the developer is encouraged to be familiar with all requirements and to submit a complete and fully documented application.

Only complete applications will be processed. Incomplete applications will be returned to the developer. A complete application includes the following list of items pertaining to the requested Special Land Use:

- Twelve (12) full sized copies and one (1) ledger sized copy of a scaled, legible illustration with the required details.
- A separate detailed written statement fully explaining your request.
- Legal description of the property
- All Appropriate signatures and authorizations
- The fee according to the City's fee schedule
- All Special Land Use applications must be filed simultaneously with an application for Site Plan Review per Section 10-770 of the Zoning Ordinance.

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

Special Land Use petitions are heard in front of the Planning Commission and then the City Council. It is the applicant's responsibility to provide revised drawings (four (4) full-sized, folded copies and one (1) ledger-sized copy) and other required information for the City Council meeting. Please note that applications may be delayed if submitted on the last filing day or if significant issues have not been resolved in a timely manner.

**SPECIAL LAND USE APPLICATION**

1. Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City Zip

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

2. Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City Zip

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

3. Project Manager (Required): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City Zip

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

4. Architect/Engineer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City Zip

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

5. Address of Property: \_\_\_\_\_

6. Legal Description of Property (or attach a legal boundary description): \_\_\_\_\_

\_\_\_\_\_

7. Permanent Parcel Number: \_\_\_\_\_

8. Present Use and Zoning of Property: \_\_\_\_\_

\_\_\_\_\_

9. Briefly Describe Request: \_\_\_\_\_

\_\_\_\_\_

10. Attach an accurate drawing of the site showing:

- 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

11. In order for the City Council to grant a Special Land Use, the applicant must satisfy all the following standards:

**STANDARDS OF APPROVAL**

a) 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.

---

---

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

---

---

c) The proposed Special Land Use is compatible with adjacent uses of land. \_\_\_\_\_

---

---

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

---

---

e) The proposed Special Land Use can be adequately served by public services and facilities without diminishing or adversely effecting public services and facilities to existing land uses in the area. \_\_\_\_\_

---

---

f) 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. \_\_\_\_\_

---

---

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

---

h) 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. \_\_\_\_\_

---

i) 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. \_\_\_\_\_

---

12. Names and addresses of all other persons, firms or corporations having a legal or equitable interest in the property: (Applicant must provide lease, purchase agreement or written authorization from owner) \_\_\_\_\_

---

**DECLARATION:**

I, the applicant, do hereby declare that I am the owner, or the 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: \_\_\_\_\_

Filing Fee: See City Fee Schedule