

# HOW TO APPLY FOR SPECIAL LAND USE APPROVAL

Each zoning category lists special land uses which are not appropriate as a permitted use in that zone, but might be allowable under certain conditions within that zone. In Saginaw, a special land use is referred to in the zoning code as a Permitted Use After Special Approval. Examples of Permitted Uses After Special Approval include automobile service stations in B-1, Local Business Districts, professional offices in the RO-1, Restricted Office District, and hospitals in Residential Districts.

## **To Request a Permitted Use After Special Approval Contact:**

Building Inspections Division or  
Planning and Zoning Division  
City Hall  
1315 S. Washington Ave.  
Saginaw, Michigan 48601  
Telephone: (989) 759-1553 or 759-1303

The steps that are followed to obtain special land use approval are the same as the steps that are followed in the Site Plan Review process with the following exceptions:

1. An Appeal form for a Permitted Use After Special Approval along with the Site Plan Review form has to be filed at least 30 days before the next Planning Commission meeting (Commission meets the 4<sup>th</sup> Tuesday of each month).
2. City staff will publish a notice of public hearing in the Saginaw New and also mail a public hearing notice to owners and occupants of property within 300' of the proposed special land use.
3. The filing fee to request a Permitted Use After Special Approval is \$300.

# CITY PLANNING COMMISSION APPEAL APPLICATION

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Description or Type of Development: \_\_\_\_\_

\_\_\_\_\_

Zoning District: \_\_\_\_\_

## Type of Appeal:

Permitted Use After Special Approval

Variance

Non-Conforming Use Substitution

Interpretation of Text of the Zoning Code

**Appellant's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## Architect, Engineer

**Or Contractor's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Written Description of the Proposed Structure of Use:** \_\_\_\_\_

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**Appellant's Reason Why Appeal Should be Granted:** \_\_\_\_\_

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**Project Duration:**

Start: \_\_\_\_\_

Complete: \_\_\_\_\_

**The appellant should also complete the Site Plan Review Form and include all information required to obtain site plan approval.**

<b>Filing Fees:</b>	1. Permitted Use Special Approval	\$300
	2. Non Conforming Use Substitution	\$300
	3. Interpretation of Zoning Code	\$250
	4. Variance (included with above fees)	