

SPECIAL USE REVIEW PROCESS CHART

TIMELINE

APPLICANT
PROVIDES ZONING ADM. APPLICATION, FEE, & 10 COPIES OF PLOT PLAN OR SITE PLAN
SPECIAL PLANNING COMMISSION MEETING MAY BE REQUESTED.
RESIDENTIAL SPECIAL LAND USES SUBMIT A PLOT PLAN.

30 DAYS PRIOR TO PLANNING COMMISSION MEETING

ZONING ADMINISTRATOR
REVIEWS APPLICATION FOR COMPLETENESS. IF COMPLETE, PLACES SPECIAL USE REVIEW ON AGENDA OF NEXT PLANNING COMMISSION MEETING.
CITY PUBLISHES PUBLIC HEARING NOTICE AND NOTIFIES PROPERTIES WITHIN 300 FT

WITHIN 7 DAYS OF APPLICATION SUBMITTAL

JOINT SPECIAL USE REVIEW
REVIEWS OCCUR WITHIN CITY DEPARTMENTS AND OTHER AGENCIES
PUBLIC SAFETY, FIRE, POLICE, PLANNING, SOIL EROSION, BUILDING, DRAIN COMMISSIONER, TRANSPORTATION

WITHIN 14 DAYS OF APPLICATION SUBMITTAL

PLANNING COMMISSION HOLDS PUBLIC HEARING
PLANNING COMMISSION REVIEWS SPECIAL LAND USE
PLANNING COMMISSION REVIEWS SITE PLAN OR PLOT PLAN CONCURRENTLY WITH SPECIAL USE REVIEW.
IF APPLICANT IS DEPENDENT UPON ZBA ACTION, SAID ACTION IS REQUIRED PRIOR TO SPECIAL USE APPROVAL.

WITHIN 30 DAYS OF APPLICATION SUBMITTAL

PLANNING COMMISSION DECISION
PLANNING COMMISSION DECIDES UPON SPECIAL LAND USE
ZONING PERMIT IS ISSUED UPON APPROVAL OF SPECIAL LAND USE.
ACCOMPANYING SITE PLAN OR PLOT PLAN IS APPROVED CONCURRENTLY. ZONING PERMIT FOR APPROVED SITE/ PLOT PLAN EXPIRES IF NO BUILDING PERMIT IS OBTAINED WITHIN 1 YEAR OF APPROVAL.

WITHIN 60 DAYS OF SITE PLAN REVIEW

This flowchart provides an overview of the Special Use review process, for complete details please see Zoning Ordinance Article 6.
City of Grayling 1020 City Boulevard, PO Box 549. Grayling MI 49738 (Ph) 989-348-2131 cityofgrayling.org

