

SPECIAL LAND USE APPLICATION PROCESS

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:00 p.m. at the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Community Development Department located at 519 Washington Avenue, Grand Haven, Michigan, 49417. Questions may be directed to Brian Urquhart, City Planner, at (616) 935-3276.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the City Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

| Filing deadline | Meeting Date |
|------------------------|---------------------|
| December 10, 2025 | January 13, 2025 |
| January 7, 2026 | February 10, 2026 |
| February 4, 2026 | March 10, 2026 |
| March 11, 2026 | April 14, 2026 |
| April 8, 2026 | May 12, 2026 |
| May 6, 2026 | June 9, 2026 |
| June 10, 2026 | July 14, 2026 |
| July 8, 2026 | August 11, 2026 |
| August 12, 2026 | September 15, 2026 |
| September 9, 2026 | October 13, 2026 |
| October 7, 2026 | November 10, 2026 |
| November 4, 2026 | December 8, 2026 |
| December 9, 2026 | January 12, 2027 |



SPECIAL LAND USE APPLICATION PROCESS, cont.

See Section 40-116.02 of the Zoning Ordinance for a complete set of regulations.

Step 1 - Application for Special Land Use is filed: An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Once an application is deemed complete, a petitioner will be scheduled for a public hearing on the next available slot on the Planning Commission's agenda.

Step 2 - Staff Review: Submitted plans are sent to appropriate city departments for review. Comments are returned to the Community Development Department prior to final review by the Planning department staff.

Step 3 – OPTIONAL Pre-Public Hearing Discussion: The Zoning Administrator shall forward a copy of the complete application for the Special Land Use request to the Planning Commission. Prior to the public hearing, the applicant may request that the planning commission conduct a pre-public hearing discussion on the proposed special land use. The pre-public hearing discussion is intended to foster discussion between the applicant and planning commission regarding the proposed special land use and to allow the planning commission to request any additional information or special studies to aid in its review. At such meeting (if conducted), the Planning Commission may review the application and question the applicant about the special land use. Any comments made by the planning commission at the pre-public hearing discussion shall be non-binding and shall not be construed to constitute any kind of approval or disapproval of the application. Prior to the public hearing, the planning commission shall not render any formal judgments or decisions on the application.

Step 4 - Notice of Public Hearing: Notices are sent by the Community Development Department to all property owners and occupants within 300 feet of the subject property as required by section 40-122.

Step 5 - Staff Review: The Community Development Department will issue a review of the submitted plans and application and prepare a report for the Planning Commission. A copy of the report will be sent to the petitioner 3 days prior to the meeting.

Step 6 - Public Hearing at the Planning Commission: The Planning Commission meets to consider the application for a Special Land Use. The petitioner must be present at the Planning Commission meeting at which their application is considered.

A Special Land Use permit shall be valid for as long as the approved use continues in accordance with the terms and conditions of the approved permit. The Special Land Use permit will expire on the occurrence of one of the following conditions:

1. If replaced or superseded by a subsequent permitted use or Special Land Use permit.
2. If the applicant requests that rescinding of the Special Land Use permit.
3. If the use is abandoned, moved or vacated for a period of one year.



SPECIAL LAND USE PERMIT APPLICATION

Community Development Department, City of Grand Haven
519 Washington Avenue, Grand Haven, MI 49417

Phone: (616) 935-3276 Website: www.grandhaven.org

1. Project Information

Address/location of property: _____

Parcel #: _____ Zoning District: _____

Current Use: _____ Proposed Use: _____

Area in Acres or Sq. Ft.: _____ Zoning of adjacent properties: _____

2. Applicant

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

3. Property Owner

Name: _____

Address: _____

Phone: _____

Email: _____

4. Required Application Materials

- Application (PDF + 5 copies)
- Site Plan (PDF + 5 copies)
- Letter or signed narrative describing the proposed special land use and detailing why the location selected is appropriate. Narrative must include responses to the special land use review standards of Section 40-116.03 and the specific review standards of Article V of the Zoning Ordinance.
- Statement of expected effect of the special land use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns and local traffic volumes
- Additional information which may be necessary (i.e. soil erosion, dune protection, view protection, shoreline protection, excessive noise or adverse impact on surrounding properties).
- Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing a Special Use permit application as provided in Section 40-116.03.
- Required fee

1. Fees and Escrow Deposit

Application Fee: \$350.00 (*any Site Plan Review is in addition to this review*)

A deposit of \$1,500 shall be collected for all Planning Commission and Zoning Board of Appeals cases where it is expected that costs above staff time and one public hearing publication will be incurred. These expenses include additional public hearing notifications, attorney fees, engineering or surveying fees, or other special studies. Should expenses total more than the deposit, the applicant will be billed by the City for the additional costs, or additional escrow payment shall be required to complete the Planning Commission or Zoning Board of Appeals process. Should expenses total less than the deposit received, excess amounts shall be returned to the applicant.



2. Details of the Nature of Work Proposed

By signing below, permission is granted for city staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the City of Grand Haven Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.

Signature of Applicant: _____ Date: _____

Print Name: _____

Signature of Owner: _____ Date: _____

Print Name: _____

Office Use Only

Case #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Approved by: _____

