



CITY OF FARMINGTON

Special Land Use Review

Special land uses are those which under usual circumstances, could be detrimental to other land uses permitted in the same zoning district, but may be permitted because of circumstances unique to the location of the particular use. If approved, special land uses often have special conditions imposed on them. Please refer to *ARTICLE 12 SPECIAL LAND USES* of the Zoning Ordinance for details of specific standards and procedures required for all special land uses.

The following steps are necessary to secure special land use approval:

1. A special land use application must be submitted to the Building Department located at 33720 West Nine Mile Road, at least 30 days prior to the meeting at which the Planning Commission first considers the application according to the following schedule:

Initial Application Submittal Date	Revised Application Submittal Date	Planning Commission Meeting Date
December 11, 2009	December 23, 2009	January 11, 2010
January 8, 2010	January 22, 2010	February 8, 2010
February 8, 2010	February 19, 2010	March 8, 2010
March 12, 2010	March 26, 2010	April 12, 2010
April 10, 2010	April 23, 2010	May 10, 2010
May 14, 2010	May 28, 2010	June 14, 2010
June 12, 2010	June 25, 2010	July 12, 2010
July 9, 2010	July 23, 2010	August 9, 2010
August 13, 2010	August 27, 2010	September 13, 2010
September 11, 2010	September 24, 2010	October 11, 2010
October 8, 2010	October 22, 2010	November 8, 2010
November 13, 2010	November 24, 2010	December 13, 2010

All Planning Commission meetings are held the second Monday of the month at City of Farmington Offices, Council Chambers, 23600 Liberty Street and begin at 7:00 p.m.

A special meeting may be requested by the applicant. Special meetings are held the fourth Monday of the month and subject to administrative scheduling. A fee of \$500.00 is required.

2. The following information must be provided with every application:
 - 1 copy of a completed and signed application form
 - 5 copies of a site plan (pre-application review)
 - 15 copies of a site plan meeting the requirements of *ARTICLE 13 SITE PLAN REVIEW* (Planning Commission review)
 - a written description of the use including an operations plan or other information for the purpose of determining whether the use is appropriate based on the standards of *SECTION 12.02 A STANDARDS FOR APPROVAL*
 - payment of the required fee as determined by the City Council
3. The applicant may wish to have the application reviewed administratively by city staff and consultant prior to submittal for Planning Commission review (pre-application). The application will be reviewed for completeness and general compliance with ordinance standards and requirements.
4. If the application is deemed complete by City administration, a public hearing will be scheduled. Notice of the hearing shall be given not less than 15 days before the date of the hearing by publication in a newspaper of general circulation. Residents within 300 feet of the subject property will also receive notice of the hearing from the City.
5. The special land use application will be reviewed by the Department of Public Services, including the Building Department, the City Manager's office, and any consultants as deemed necessary by the City. Reports to be forwarded to the Planning Commission for their consideration.
6. The Planning Commission shall hold the public hearing as noticed. After comments from the public are received, the Commission shall review the application in consideration of the criteria outlined in *SECTION 12.02 STANDARDS FOR APPROVAL*. The Commission can approve, approve with conditions, or deny the request at the meeting or defer the decision until the next regularly scheduled Planning Commission meeting.
 - a. The Planning Commission may require the submittal of an impact assessment to analyze aspects such as natural features, storm water management, surrounding land uses, public facilities and services, public utilities, and traffic.
 - b. All revised and supplemental information must be submitted to the City at least 17 days prior to the regularly scheduled Planning Commission meeting as noted in the provided schedule.
6. Upon approval of any special land use by the Planning Commission, the approved plans along with any conditions imposed by the Commission, shall be initialed and dated by the Planning Commission chairperson and forwarded to the Building Department.
7. All special land use approvals are valid for a period of 1 year from the date of issuance.