



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 Planning and Building Department located at 33720 W. Nine Mile Road **at least thirty (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, 2023	December 25, 2023	January 8, 2024
January 15, 2024	January 29, 2024	February 12, 2024
February 12, 2024	February 26, 2024	March 11, 2024
March 11, 2024	March 25, 2024	April 8, 2024
April 15, 2024	April 29, 2024	May 13, 2024
May 13, 2024	May 27, 2024	June 10, 2024
June 10, 2024	June 24, 2024	July 8, 2024
July 15, 2024	July 29, 2024	August 12, 2024
August 12, 2024	August 26, 2024	September 9, 2024
September 16, 2024	September 30, 2024	October 14, 2024
October 14, 2024	October 28, 2024	November 11, 2024
November 11, 2024	November 25, 2024	December 9, 2024

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:
 - X One (1) copy of a completed and signed application form
 - X Five (5) copies of a site plan (pre-application review)
 - X One (1) digital copy of a site plan meeting the requirements of *ARTICLE 13 SITE PLAN REVIEW* (Planning Commission review)
 - X 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 35-152 A STANDARDS FOR APPROVAL*
 - X 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 fifteen (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 Planning and Building Department-including the Planning and Building Department Director and Building Official-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 35-152 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 seventeen (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 Planning and Building Department.
7. All special land use approvals are valid for a period of one (1) year from the date of issuance.



CITY OF FARMINGTON

For office use only

Date Filed: _____

Fee Paid: _____

Special Land Use Application

1. Project Name _____

2. Location of Property

Address _____

Cross Streets _____

3. Identification

Applicant _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Interest in the Property (e.g. fee simple, land option, etc.)

Property Owner Other (Specify) _____

Property Owner _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Preparer of Site Plan _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

4. **Property Information**

Zoning District _____ Area _____

Width _____ Depth _____

Current Use _____

Zoning District of Adjacent Properties to the

North _____ South _____ East _____ West _____

5. **Proposed Use**

Residential Number of Units _____

Office Gross Floor Area _____

Commercial Gross Floor Area _____

Industrial Gross Floor Area _____

Institutional Gross Floor Area _____

Other _____ Gross Floor Area _____

6. **Special Land Use Criteria.** The applicant must provide written responses to the special land use criteria as noted on page 3 of this application.

A copy of the complete legal description of the property and proof of property ownership should accompany this application.

I, _____ (applicant), do hereby swear that the above statements are true.

Signature of Applicant Date

Signature of Property Owner Date

I, _____ (property owner), hereby give permission for City of Farmington officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

<u>City Action</u>
Approved/Denied: _____
Date: _____
By: _____
Conditions of Approval: _____

- a. The proposed special land use shall be compatible with and in accordance with the general goals, objectives and policies of the City of Farmington Master Plan.

- b. The special land use shall promote the intent of the zoning district in which the use is proposed.

- c. The special land use shall be compatible with the existing or intended character of the general vicinity and shall not change the essential character of the area in which it is proposed.

d. The special land use shall be served adequately by public facilities and services such as traffic operations, police and fire protection, drainage structures, water and sewer facilities and schools.

e. The proposed special land use shall not involve uses, activities, processes, materials, equipment or conditions of operation that in comparison to the uses permitted in the district, will be detrimental to the natural environment, public health, safety or welfare.

** The special land use criteria included above is not the only requirement for special land use applications. For additional information please refer to ARTICLE 12 SPECIAL LAND USES of the City of Farmington Zoning Ordinance.*