



## **PROCEDURES SPECIAL LAND USE APPLICATION**

The following guidelines have been compiled, which will assist in the special land use application process:

1. Applicant must complete and submit this application along with a non-refundable fee of \$306.75 to the Building Department.
2. The application must include 15 copies of a site plan showing the proposed facility, location and other pertinent information.
3. The Building Department will place the request on the Planning Commission agenda. The Planning Commission meets the first Monday of every month.
4. State law requires that the request be published in a local newspaper at least 17 days prior to the scheduled meeting.
5. The Planning Commission will issue a recommendation to the Dowagiac City Council
6. The City Council shall review the request.
7. Upon Council approval, the applicant must submit a set of construction documents to the Building Department.
8. After the construction documents have been reviewed and approved by the Building Official, the permit(s) can be issued.



# SPECIAL LAND USE APPLICATION FOR PERMIT

CITY OF DOWAGIAC

241 S. Front Street

P.O. Box 430

Dowagiac, MI 49047

269.782.8427

I (We), the below-named applicant(s) hereby petition the Dowagiac Planning Commission for a proposed Special Land Use Permit in accordance with Chapter 20 of the Dowagiac Zoning Code.

1. **IDENTIFICATION**

Cash  Check

*(checks payable to City of Dowagiac)*

**Applicant:**

Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

**Owner's Name if Other than Applicant**

Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

2. **PROPERTY LOCATION:** Property Address \_\_\_\_\_ Lot # \_\_\_\_\_

Property Tax # 14-160- \_\_\_\_\_

3. **LEGAL RECORDED DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. CURRENT ZONING AND USE OF THIS PROPERTY IS DESCRIBED AS FOLLOWS:**

- |   |   |
|---|---|
| <input type="checkbox"/> R-1, Low Density Residential District    | <input type="checkbox"/> I-1, Light Industrial District         |
| <input type="checkbox"/> R-2, Medium Density Residential District | <input type="checkbox"/> I-2, Heavy Industrial District         |
| <input type="checkbox"/> R-3, Multi-Family Residential District   | <input type="checkbox"/> I-3, Industrial Park District          |
| <input type="checkbox"/> R-4, Manufactured Home Park District     | <input type="checkbox"/> PUD, Planned Unit Development District |
| <input type="checkbox"/> O-S, Office Service District             | <input type="checkbox"/> FP, Floodplain Overlay District        |
| <input type="checkbox"/> C-1, Neighborhood Business District      |   |
| <input type="checkbox"/> C-2, Central Business District           |   |
| <input type="checkbox"/> C-3, General Business District           |   |

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**5. CURRENT ZONING AND USE OF ADJACENT PROPERTIES IS DESCRIBED AS FOLLOWS:**

- |   |   |
|---|---|
| <input type="checkbox"/> R-1, Low Density Residential District    | <input type="checkbox"/> I-1, Light Industrial District         |
| <input type="checkbox"/> R-2, Medium Density Residential District | <input type="checkbox"/> I-2, Heavy Industrial District         |
| <input type="checkbox"/> R-3, Multi-Family Residential District   | <input type="checkbox"/> I-3, Industrial Park District          |
| <input type="checkbox"/> R-4, Manufactured Home Park District     | <input type="checkbox"/> PUD, Planned Unit Development District |
| <input type="checkbox"/> O-S, Office Service District             | <input type="checkbox"/> FP, Floodplain Overlay District        |
| <input type="checkbox"/> C-1, Neighborhood Business District      |   |
| <input type="checkbox"/> C-2, Central Business District           |   |
| <input type="checkbox"/> C-3, General Business District           |   |

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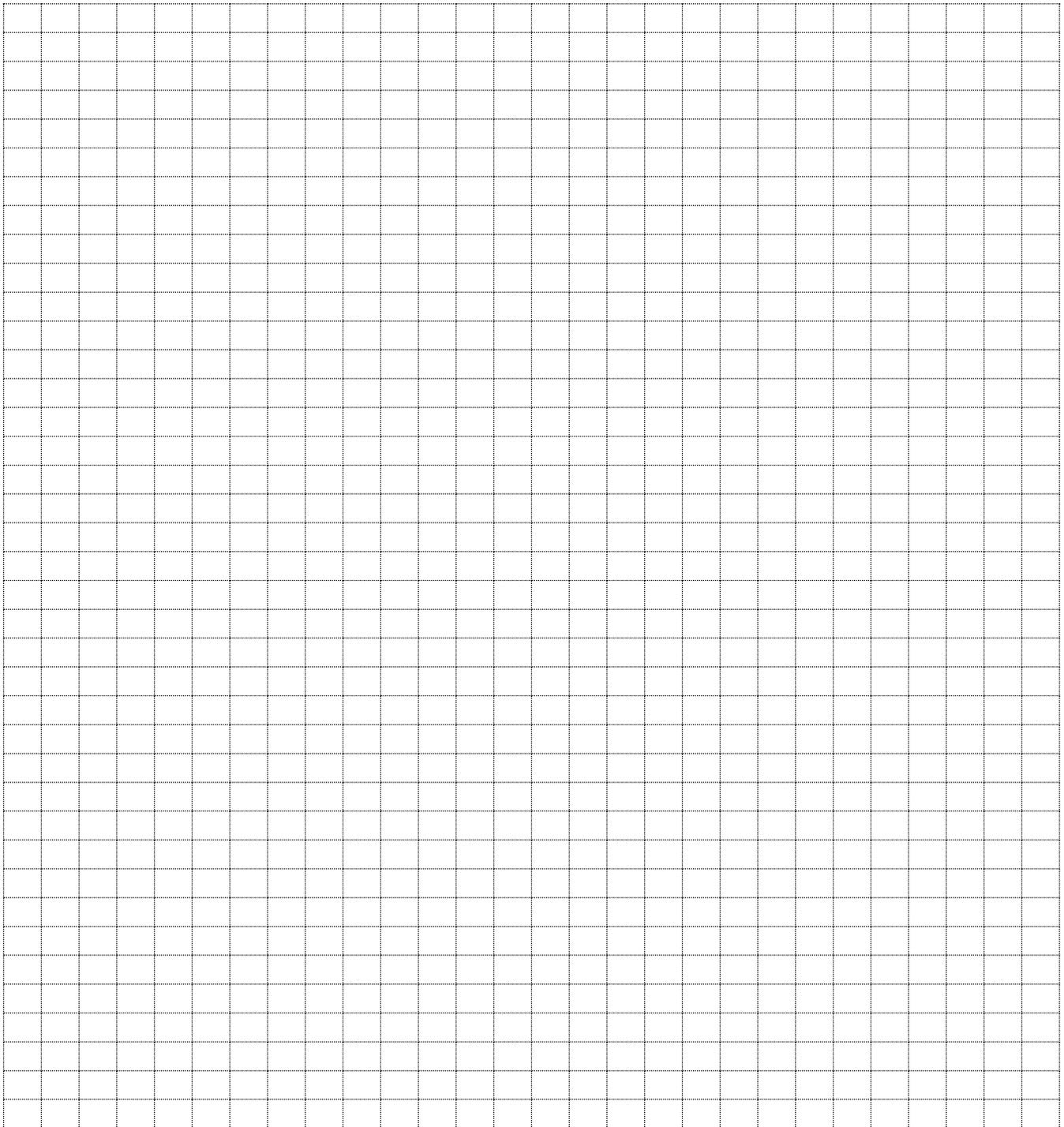
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**6. The proposed use is described as follows, and must include:**

- (a) The use is designed and constructed, and will be operated and maintained, so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, will be compatible with adjacent uses of land, and will not change the essential character of the area in which it is proposed; and
- (b) The use is, or will be as a result of the special land use permit, served adequately by public services and facilities, including, but not limited to streets, police and fire protection, drainage structures, refuse disposal, water and sewer facilities and schools; and
- (c) The use does not involve activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of traffic, noise, smoke, fumes, glare or odors; and



7. Sketch of building and property lines, including immediately adjacent properties. This drawing should also include parking and sign locations.



The Zoning Administrator will review this Special Land Use Permit application to insure that the application is in proper order and all documentation is included. If it is acceptable, the application documentation will then be transmitted to the City Council, who shall immediately forward a copy to the Planning Commission. The Planning Commission shall hold a public hearing, or hearings, on the application, notice for which shall be given by publication in a newspaper of general circulation in the city, to be printed not less than fifteen (15) days before the date of such hearing. Not less than fifteen (15) days notice of the time and place of the public hearing shall also be given by mail or to be served personally upon the party or parties making the request for special land use and all owners of record of property within 300 feet of the premises in question. The Planning Commission shall then review the particular circumstances and facts of each proposed use and make a recommendation to the City Council who will make a final determination.

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**FOR OFFICE USE ONLY**

DATE APPLICATION FORM IS SUBMITTED: \_\_\_\_\_ By: \_\_\_\_\_

DATE APPLICATION COMPLETED AND FEE RECEIVED:     \$306.75     By: \_\_\_\_\_

DATE TRANSMITTED TO PLANNING COMMISSION: \_\_\_\_\_ By: \_\_\_\_\_

DATE OF PUBLIC HEARING: \_\_\_\_\_ By: \_\_\_\_\_

DATE TRANSMITTED TO CITY COUNCIL: \_\_\_\_\_ By: \_\_\_\_\_

CITY COUNCIL DISPOSITION: \_\_\_\_\_

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JAMES D. BRADFORD, ZONING ADMINISTRATOR