APPLICATION FOR SPECIAL LAND USE REVIEW

NOTICE TO APPLICANT: Applications for Special Land Use review by the Planning Commission must be submitted to the City of Berkley Building Department in **substantially complete form** at least 30 days prior to the Planning Commission’s meeting at which the application will be considered. The application must be accompanied by the data specified in the Zoning Ordinance, including fully dimensioned site plans, plus the required review fee.

The Planning Commission will hold the required *public hearing* and will make a recommendation to the City Council. Special Land Use approval shall be obtained from the City Council.

The Planning Commission meets the fourth Tuesday of the month at 7:00pm in the Council Chambers at the City of Berkley City Hall, 3338 Coolidge Hwy, Berkley, MI 48072. The City Council meets the first and third Mondays of the month at 7:00pm in the Council Chambers at the City of Berkley City Hall, 3338 Coolidge Hwy, Berkley, MI 48072.

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**TO BE COMPLETED BY APPLICANT:**

I (We), the undersigned, do hereby respectfully request Special Land Use Review and provide the following information to assist in the review:

**Project Name:**

**Applicant:**

**Mailing Address:**

**Telephone:**

**Email:**

**Property Owner(s), if different from Applicant:**

**Mailing Address:**

**Telephone:**

**Email:**

**Applicant’s Legal Interest in Property:**
LOCATION OF PROPERTY:

Street Address: ________________________________________________________________

Nearest Cross Streets: ____________________________________________________________

Sidwell Number(s): ______________________________________________________________

PROPERTY DESCRIPTION:

Provide lot numbers and subdivision: ________________________________________________

Property Size (Square Feet): ___________________ (Acres): ____________________________

EXISTING ZONING DISTRICT (please check):

☐ R-1A  ☐ Local Business  ☐ Coolidge
☐ R-1B  ☐ Office  ☐ Downtown
☐ R-1C  ☐ Community Centerpiece  ☐ Industrial
☐ R-1D  ☐ Woodward  ☐ Cemetery
☐ RM  ☐ Eleven Mile  ☐ Parking
☐ RMH  ☐ Twelve Mile

Present Use of Property: ____________________________________________________________

Proposed Use of Property: __________________________________________________________

Is the property located within the Downtown Development Authority? ☐ Yes ☐ No

PROJECT DESCRIPTION:

____________________________________________________________________________

____________________________________________________________________________

Does the proposed project / use of property require Site Plan Approval? ☐ Yes ☐ No

Does the proposed project require Variance(s) from the Zoning Board of Appeals? ☐ Yes ☐ No
If yes, describe the variances that will be required: __________________________________________________________

________________________________________________________

PLEASE COMPLETE THE FOLLOWING CHART:

<table>
<thead>
<tr>
<th>Type of Development</th>
<th>Number of Units</th>
<th>Gross Floor Area</th>
<th>Number of Parking Spaces On Site</th>
<th>Number of Employees on Largest Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attached Residential</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
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<td>Commercial</td>
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<td>Industrial</td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

STANDARDS FOR SPECIAL LAND USE APPROVAL:

To be considered for Special Land Use approval, the Planning Commission and City Council shall consider the following standards. Please address how the proposed use satisfies each standard, as specified in Section 138-653.

1. The proposed use will promote the use of land in a socially and economically desirable manner.
   ____________________________________________________________________________

2. The proposed use is necessary for the public convenience at that location.
   ____________________________________________________________________________

3. The proposed use is compatible with adjacent land uses.
   ____________________________________________________________________________

4. The proposed use is designed so that the public health, safety and welfare shall be protected.
   ____________________________________________________________________________
5. The proposed use will not cause injury to other property in the neighborhood.

PROFESSIONALS WHO PREPARED PLANS:

A. Name: ____________________________________________
   Mailing Address: _____________________________________
   Telephone: __________________________________________
   Email: ______________________________________________
   Design Responsibility (engineer, surveyor, architect, etc.): ______________________________

B. Name: ____________________________________________
   Mailing Address: _____________________________________
   Telephone: __________________________________________
   Email: ______________________________________________
   Design Responsibility: __________________________________

SUBMIT THE FOLLOWING:

1. Ten (10) individually folded copies of the site plans, measuring 24” x 36”, sealed by a registered architect, engineer, or surveyor. If copies are submitted simultaneously for Site Plan Review, then submittal of ten (10) additional copies is not necessary.
2. A pdf file of the plan and any supporting documents, emailed to the Community Development Director.
3. Proof of property ownership (title insurance policy or registered deed with County stamp).
PLEASE NOTE: The applicant, or a designated representative, MUST BE PRESENT at all scheduled meetings, or the Special Land Use request may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a Special Land Use application or to revoke any permits granted subsequent to the Site Plan Approval.

We encourage applicants to make a presentation of the proposed project to the Planning Commission and City Council, as appropriate. To assist in this effort, we have available for your use at meetings a projector, laptop computer and screen. This will allow the Planning Commission and audience to be fully engaged so they can give your project the attention it deserves. Planning Commission and City Council meetings are recorded and televised.

PROPERTY OWNER’S APPROVAL: (Initial each line)

I hereby authorize and give permission for the City of Berkley to install one or more temporary signs on my property, in order to notify the public of the required public hearing related to the Special Land Use request.

I hereby authorize the employees and representatives of the City of Berkley to enter upon and conduct an inspection and investigation of the above referenced property in relation to the above request.

APPLICANT’S ENDORSEMENT: (Initial each line)

All information contained therein is true and accurate to the best of my knowledge.

I acknowledge that the Planning Commission will not review my application unless all information in this application and the Zoning Ordinance has been submitted.

I acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing or approval of this Special Land Use application.

If an application is withdrawn more than three (3) weeks prior to the meeting date, 90% of the fee will be refunded. If the application is withdrawn less than three (3) weeks prior to the meeting, no refund will be given.
<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name (Print)</td>
<td></td>
</tr>
<tr>
<td>Signature of Applicant</td>
<td>Date</td>
</tr>
<tr>
<td>Applicant Name (Print)</td>
<td></td>
</tr>
<tr>
<td>Signature of Property Owner Authorizing this Application</td>
<td>Date</td>
</tr>
<tr>
<td>Property Owner Name (Print)</td>
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**OFFICE USE ONLY**

Received __________ Receipt # __________ Meeting Date __________ Case # __________

Fee: Special Land Use $400