



City of Big Rapids
Community Development Department
Phone: (231) 592-4036
Website: www.cityofbr.org

Application to Planning Commission
Special Use Application

The City of Big Rapids Planning Commission meets in a regular session on the third Wednesday of each month at 6:30 p.m. at City Hall, 226 N. Michigan Avenue, Big Rapids MI.

Materials related to requests for Commission action, including any required fees, must be filed with the Community Development Department.

Filing requests which are not complete, or which are not filed by the meeting deadline, as determined by the Community Development Department, will not be placed on the agenda of the respective Commission meeting, nor will they be considered at the respective Commission meeting.

Applicant attendance is not required at the public hearing, but it is highly recommended. Please be prepared to speak on your behalf. Please note: The Planning Commission makes a decision based on your application and information you have supplied based on criteria in the Big Rapids Zoning Ordinance and City Master Plan.

Filing Deadlines are established at **21 calendar days** prior to the Commission meetings:

Please include the following with completed application form:

1. Legal description of the property
2. \$225.00 Application Fee
3. Proposed use of property
4. A site map

Process:

Special Uses are an item that is listed within the Zoning Ordinance but require a level of consideration and review to ensure the use fits properly with surrounding properties. This designation in our ordinance requires request be heard by both the Planning Commission and City Commission. Special Uses are first considered by the Planning Commission for preliminary review. The Planning Commission will hold a public hearing, discuss the request and make a recommendation to the City Commission. The Planning Commission may also table the request to collect additional information or consider other options. The Planning Commission may recommend approval, denial, or approval with changes to the City Commission. The City Commission will then have a public hearing on the request. After such hearing the City Commission can decide whether to uphold the Planning Commission's recommendation or not.



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Application Date: _____

Applicant Information:

Name: _____

Address: _____

Phone Number: _____ Email: _____

Property Information:

Property Address: _____

Explanation of Request:

Criteria for Review:

Below is information the Planning Commission and City Commission use to determine if the request is consistent with various City documents. Please answer the questions to provide the board more insight on the request.

(1) That the establishment, maintenance or operation of the special land use will not be detrimental to or endangered the public health, safety or general welfare.



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(2) That the special land use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor shall it substantially diminish and impair property values within its neighborhoods.

(3) That the establishment of the special land use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

(4) That adequate utilities, access roads, drainage and necessary facilities have been or are being provided.

(5) That adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.

(6) That the special land use shall conform to the applicable regulations of the district in which it is located, any specific requirements established for that use in Article 11, any conditions of approval, or procedures as specified in Section 10.4.



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(7) Any other information you feel is necessary for the Board to decide on the request. Please attach additional documents if needed.

Signature of applicant or property owner

(Date)

BY APPLYING YOU GIVE CONSENT TO CITY STAFF PHOTOGRAPHING OR ACCESSING THE SITE/PROJECT IN QUESTION.