

CITY OF TROY SPECIAL USE REQUEST APPLICATION

CITY OF TROY PLANNING DEPARTMENT
500 W. BIG BEAVER
TROY, MICHIGAN 48084
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SPECIAL USE APPROVAL FEE
\$1,800.00

ESCROW FEE
\$1,500.00

REGULAR MEETINGS OF THE CITY PLANNING COMMISSION ARE HELD ON THE SECOND AND FOURTH TUESDAYS OF EACH MONTH AT 7:00 P.M. AT CITY HALL.

APPLICATIONS FOR SPECIAL USE APPROVALS REQUIRING THE SUBMITTAL OF A SITE PLAN SHALL CONFORM TO THE REQUIREMENTS OF THE TROY ZONING ORDINANCE.

A PLANNING COMMISSION PUBLIC HEARING SHALL BE SCHEDULED FOLLOWING A DETERMINATION BY THE PLANNING DEPARTMENT THAT THE SPECIAL USE REQUEST APPLICATION IS COMPLETE AND MEETS THE REQUIREMENTS OF THE TROY ZONING ORDINANCE.

1. NAME OF THE PROPOSED DEVELOPMENT: _____

2. ADDRESS OF THE SUBJECT PROPERTY: _____

3. ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

4. TAX IDENTIFICATION NUMBER(S) OF SUBJECT PROPERTY: _____

5. DESCRIPTION OF PROPOSED USE: _____

6. SECTION OF THE ZONING ORDINANCE UNDER WHICH SPECIAL USE APPROVAL IS SOUGHT: _____

7. APPLICANT:

PROPERTY OWNER:

NAME _____

NAME _____

COMPANY _____

COMPANY _____

ADDRESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

TELEPHONE _____

E-MAIL _____

E-MAIL _____

8. THE APPLICANT BEARS THE FOLLOWING RELATIONSHIP TO THE OWNER OF THE SUBJECT PROPERTY:

9. SIGNATURE OF APPLICANT _____ DATE _____

10. SIGNATURE OF PROPERTY OWNER _____ DATE _____

BY THIS SIGNATURE, THE PROPERTY OWNER AUTHORIZES THE PLACEMENT OF A SIGN ON THE PROPERTY TO INFORM THE PUBLIC OF THE REQUEST FOR SPECIAL USE APPROVAL.

SPECIAL USE APPROVAL APPLICATION CHECKLIST

THE FOLLOWING INFORMATION AND MATERIALS ARE NECESSARY FOR SUBMISSION:

- REQUIRED FEE
- ONE (1) FLASH DRIVE CONTAINING AN ELECTRONIC VERSION OF THE ENTIRE SPECIAL USE SITE PLAN APPLICATION (PDF Format) EMAIL SUBMITTALS ARE ACCEPTABLE

ONE (1) HARD COPY OF THE FOLLOWING:

- COMPLETED CITY OF TROY SPECIAL USE APPROVAL APPLICATION FORM
- CERTIFIED BOUNDARY SURVEY
- CERTIFIED TOPOGRAPHIC SURVEY

TWO (2) HARD COPIES OF THE FOLLOWING:

- PRELIMINARY SITE PLAN SHOWING PROPOSED SITE LAYOUT AND USES
- PRELIMINARY TREE PRESERVATION PLAN / TREE INVENTORY
- PRELIMINARY LANDSCAPE PLAN
- PRELIMINARY FLOOR PLANS
- PRELIMINARY ELEVATIONS
- PRELIMINARY GRADING PLAN
- PRELIMINARY LIGHTING PLAN
- STATEMENT OF COMPATIBILITY AS PER SECTION 9.03 OF THE ZONING ORDINANCE

***ALL HARD COPY DRAWINGS SHALL BE FOLDED, STAPLED, SEALED AND SIGNED
BY A STATE OF MICHIGAN PROFESSIONAL ENGINEER, REGISTERED ARCHITECT,
REGISTERED LANDSCAPE ARCHITECT OR PROFESSIONAL COMMUNITY PLANNER***

PLANNING COMMISSION AGENDAS ARE ELECTRONIC

NOTICE TO APPLICANT

Public Hearing notices regarding requests for Special Use Approval will be sent to residents and property owners within 300 feet of the site involved in the request, notification signs will be placed on the property and notices will be posted on the City of Troy website and published in the newspaper of record. The opinions and concerns of residents and adjacent property owners are taken into consideration by the Planning Commission in the course of the Public Hearing.