

CITY OF CLAWSON
SPECIAL/REGULATED LAND USE REVIEW APPLICATION

Approval of the special/regulated land use is hereby requested in conjunction with site plan approval, for the following parcel(s) of land in the City of Clawson. This application is submitted with eight (8) copies of the complete site plan, any additional information and payment of the appropriate review fees.

I understand that if my site plan is deemed to be incomplete or additional information required for special/regulated land use has not been submitted, the site plan may be returned by the City for revisions without being forwarded to the Planning Commission for consideration, until such time as the requirements have been adequately met. By signing this application, the applicant hereby grants full authority to the City of Clawson, its agents, employees, representatives and/or appointees to enter upon the undersigned lands/parcel(s) for the purposes of inspection and examination incidental hereto.

Application File On: _____

Application Transmitted By City On: _____

Property Details:

1. Name of Proposed Development: _____
2. Property Street Address: _____
3. Location of Property: On the (north, south, east, west side) of _____
Street, between _____ and _____ streets.
4. Legal Description of Property: _____

5. Site Area (in acres and square feet): _____
6. Zoning Designation of Property: _____

Ownership:

Name of Title/Deed Holder: _____

Address: _____

Telephone No: _____

Fax No. (If any): _____

Applicant (If different from owner above):

Name of Applicant: _____

Address: _____

Telephone No: (Home): _____ (Office): _____

Fax No. (If any): _____

Interest in Property (potential buyer/lease holder/potential lessee/other):

Architect/Surveyor/Engineer preparing the plan:

Name of Individual: _____

Address: _____

Telephone No: _____

Fax No: _____

Review Fees: Paid: Yes/No

\$1,000.00 (In addition to Site Plan Fees)

Signature of Applicant Date Signature of Deed/Title Holder Date

Special/Regulated Land Use Review Timeline

Day 01

- 1) Applicant submits payment/application/and eight (8) sets of folded plans to the Building Department.

Day 05

- 2) Building Department creates a file and cover letter – sends the City Manager the cover letter, the City Attorney and City Clerk the cover letter and application, and the City Planner the cover letter, application and two (2) sets of drawings.

Day 19 – (7-10 working days)

- 3) City Planner reviews the site plan submission and creates a review letter (draft).

Day 21

- 4) City Building Official reviews the letter and offers comments/additions for submittal.

Day 25

- 5) City Planner receives comments, makes changes if required, and sends out review letter to the Applicant, Owner, Architect, City Attorney, City Clerk and Building Department.

- 6) If the review letters make recommendation to proceed – skip to #15.

Days vary due to applicant's submittal time (estimated seven (7) days).

- 7) If the review letter recommends revised drawings, continue on flow chart.

Day 32

- 8) Applicant submits eight (8) sets of revised folded drawings and any other requested information to the Building Department.

Day 36

- 9) Building Department sends two (2) sets of drawings and information to the City Planner.

Day 50 – (7 to 10 working days)

- 10) City Planner does a (2nd) Site Plan Review and creates a (2nd) Site Plan Review letter (draft).

Special/Regulated Land Use Review Timeline (Cont'd)

Day 53

- 11) City Building Official reviews the (2nd) letter and offers comments/additions for submittal.

Day 57

- 12) City Planner receives comments, makes changes if required, and sends out the 2nd review letter to the Applicant, Owner, Architect, City Attorney, City Clerk and Building Department.
- 13) If the review letter recommends revised drawings – repeat items #8 through 12 and add twenty-five (25) days.
- 14) If review letter makes recommendation to proceed, continue on flow chart.

Day 64 – (Days vary due to applicant's submittal time (estimated 7 days))

- 15) Applicant submits thirteen (13) sets of folded drawings to the Building Department.

Day 65

- 16) Building Department puts packets together and submits to the Clerk's office.

Day 66

- 17) City Clerk sets plan for next available Planning Commission agenda – must be in the Clerk's possession a minimum of five (5) days prior to the meeting.
- 18) City Clerk publishes public hearing notice in the newspapers and informs affected property owners via mail, minimum of 15 days prior to the meeting.

Day 81 to 95

Planning Commission Meeting at 7:30 p.m.

Special/Regulated Land Use Process Flow Chart

