

## Special Land Use Process Checklist

- 1 Contact Tracey if you feel you need a Pre-Application meeting.  
Phone: 810-600-3234 or Email: [ttucker@flinttownship.org](mailto:ttucker@flinttownship.org)
- 2 Schedule a Pre-Application Meeting, not required but happy to provide.  
Bring any drawings that you have or concepts, business plan, property information.
- 3 Submit your Special Land Use Application - at least 21 days prior to the Regular Planning Commission Meeting include 2 sets of drawings for the initial review, and the application fee.
- 4 Postings will go out to properties within 300 ft. Michigan statute requires a 15 day posting and a Public Hearing.
- 5 Pre-Planning Review - This is not required by the ordinance but we have found that it aids applicants in fulfilling the requirements of the ordinance, and streamlines the process. The Pre-Plan Review Committee involves members of the Planning Commission and the Economic Enhancement Director.
- 6 The Committee will review the application and drawings and note any comments or concerns they have regarding the submittal.
- 7 The comments and concerns will be related to the applicant or their representative. Successful applicants address the concerns before the Commission meeting.
- 8 Planning Commission holds the Public Hearing. The applicant should attend or have a representative present to answer any questions the Commissioners may have.
- 9 Present your project to the Planning Commission - (Monthly Meeting - 2nd Thursday at 6pm)  
The Planning Commission will vote to approve/deny. All approvals are contingent upon the Applicant obtaining all required Federal, State, County and Local Licenses and Permits.

If at any point in the process you have a question,  
please contact Tracey - [ttucker@flinttownship.org](mailto:ttucker@flinttownship.org)

Expected Length of Process - 3 - 4 weeks

This process and Site Plan Review process can be addressed simultaneously.