



The Charter Township of Flint prides itself on its' streamlined processes. All processes meet the requirements of the Michigan Planning Enabling Act PA 33 of 2008 and the Michigan Zoning Enabling Act PA 110 of 2006.

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
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
	Expected Length of Process - 3 - 4 weeks
	This process and Site Plan Review process can be addressed simultaneously.

Case Study –

Peckham Industrial Sewing applied for a Special Land Use to operate in the former Furniture Row retail store. Because the applicant will continue the retail look and will not have outside storage the use was deemed to be compatible with the other uses in the Commercial District.

Process Began 1/31/2019 Process Completed with Approval – 2/18/2019

Length of Process – 19 days - usual process 18 days to 4 weeks

Cost - \$550.00

APPLICATION FOR SPECIAL LAND USE

APPLICATION FEE:
\$550.00 Commercial
\$350.00 Residential

FOR OFFICE USE ONLY
Fee Paid _____
PH Date _____
App _____ Deny _____

CHARTER TOWNSHIP OF FLINT
1490 S. DYE ROAD FLINT, MI 48532
(810) 600-3236 FAX (810) 733-6919

ALL INFORMATION REQUESTED IN I THRU III MUST BE PROVIDED.

I. Petitioner _____
Address _____ Phone _____
Represented by _____
Address _____ Phone _____
Owner of Property _____
Address _____ Phone _____

II. Location of property for special approval _____

The N S E W side of _____ street or roads, between
_____ and _____ street or roads.

Parcel tax number _____ Lot size _____

Zoning Designation of property _____

Existing use of property _____
(Commercial, Industrial, Residential or Vacant)

III. Describe nature of activity needing Special Land Use: _____

State the Article(s) and Section(s) of the Ordinances being requested for Special Land Use

State the Special requirements and how you are in compliance with such:

(attach additional sheets if necessary)

The information given is the truth to the best of my knowledge.

Applicant's Signature

Date

Use this space for additional comments _____
