



City of Pleasant Ridge

Special Land Use Application

Special Land Uses

Special Land Uses are those which have the potential to generate impacts that go beyond the boundaries of the site and can be detrimental to adjacent and nearby properties. These uses require a higher level of scrutiny by the Planning Commission in order to evaluate the characteristics of the proposed use and how any and all potential off-site impacts will be managed and mitigated.

Please refer to section 82-133 of the Zoning Ordinance for a list of permitted and special land uses in each zoning district, and section 82-197 of the Zoning Ordinance for standards applicable to all special land uses and standards applicable to specific land uses. The Zoning Ordinance is available for download at: <http://cityofpleasantridge.org/documents/zoningordinance.pdf>.

Application Deadline

The Planning Commission meets on the fourth Monday of each month at Pleasant Ridge City Hall, 23925 Woodward Avenue and begin at 7:00 p.m. Special land use applications must be submitted at least a month in advance in order to allow time for the necessary public hearing notices to be published according to the requirements of State law.

Special meetings may be requested by the applicant in writing. Special meetings will be scheduled per the Planning Commission's availability and are subject to a \$500 fee.

Submittal Requirements

The following information must be submitted with each application:

1. One copy of a signed and completed application form.
2. Three paper copies and one digital copy of a site plan meeting the requirements of Section 82-198 of the Pleasant Ridge Zoning Ordinance.
3. A written description of the use including an operations plan or other information for the purpose of determining whether the use is appropriate based on the standards of Section 82-198(a)(4) of the Pleasant Ridge Zoning Ordinance.
4. Payment of the required \$600 application fee as established by City Commission resolution.

Administrative Review

City staff will review the application to determine if it is complete. If it is complete the City will schedule a public hearing at the next available Planning Commission meeting. Notice will be published in a newspaper of general circulation at least 15 days prior to the meeting, and property owners within 300 feet of the subject property will be notified of the public hearing by mail.

Special Land Use Application

1. Project Name _____

2. Address of Property _____

3. Identification

Applicant

Applicant Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Interest in Property (e.g. fee simple, land option, lessee, etc.)

Property Owner Other (specify) _____

Property Owner (if different than applicant)

Property Owner Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____

4. Property Information

Zoning District _____

Current Use _____

Zoning District of Adjacent Properties to the

North _____ South _____ East _____ West _____

5. Proposed Use (describe)

6. Description of Compliance with Special Land Use Standards. Please attach a written narrative describing how the use will comply with the required special land use standards applicable to all special land uses identified in section 82-197(a)(4), along with any specific standards that are applicable to the use identified in section 82-197(b).

7. Proof of Ownership or Owner Authorization. Please attach a copy of the complete legal description of the property and proof of property ownership, or, if the applicant is not the property owner, proof that the applicant has been authorized by the property owner to submit this application.

8. Site Plan. Three paper copies and one digital copy of a site plan meeting the requirements of Section 82-198 of the Pleasant Ridge Zoning Ordinance are required. If this is an existing building, the site plan shall be sufficient to identify any proposed exterior changes to the building; new use areas or site improvements; parking locations; and any changes to vehicle, non-motorized, or pedestrian circulation.

9. Parking. If the proposed special land use is different than the existing use of the building, a parking analysis must be provided to show how the minimum parking requirement for the site with the new use differs from the existing minimum parking requirement, and how the minimum required parking will be provided for the use and all other existing uses on the site.

I, _____ (applicant) do hereby swear that the above statements are true.

Signature of Applicant Date

Signature of Property Owner Date

I, _____ (property owner), hereby give permission for City of Pleasant Ridge officials, staff and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

Information for Applicants

Zoning Ordinance Requirements

The following is a list of Zoning Ordinance sections referred to in this application form. The following list is not exhaustive, rather, it is a list of common sections that apply to special land uses. Applicants should review the Zoning Ordinance in its entirety.

The Zoning Ordinance is available for download at:

<http://cityofpleasantridge.org/documents/zoningordinance.pdf>

Section 82-133. Permitted Uses by District Table

Section 82-164. Yard and Bulk Requirements (setbacks and building height)

Section 82-195. Off-Street Parking Requirements

Section 82-196. Signs

Section 82-197. Special Land Uses

Section 82-198. Site Plan Review

Zoning Map

The Zoning Map is available for download at: <http://cityofpleasantridge.org/documents/zoningmap.pdf>

Exterior Design Standards

Also be aware that the City is a designated Federal Historic District. The City Commission has adopted exterior building design standards which apply to any additions or alterations to the outside of buildings.

The exterior design standards are available for download at:

<http://cityofpleasantridge.org/documents/designstandards.pdf>