

**CITY OF WOODHAVEN
SPECIAL USE PERMIT INFORMATION**

GENERAL INFORMATION

Special Use Permits are provided for to accommodate special and/or unique land uses in the City of Woodhaven. Such uses may, in certain situations and under specific conditions, provide viable developments which will not conflict with the general public, health, safety and welfare of the City and its residents. In order to provide the information necessary to properly evaluate the request, its potential impact on the City and its residents, any applicant for such a use is required to submit an application together with a proposed site plan. Essentially, the City will process the application in a manner similar to a rezoning request.

The Planning Commission will hold a Public Hearing to establish the applicable physical, functional and sensory characteristics of the proposed use and its resulting impact on the site, the surrounding area and City in its entirety. The findings and recommendations of the Planning Commission are then forwarded to the City Council who shall make the final decision as to approval or denial; the City Council may, as a condition of the approval, require such discretionary requirements it deems reasonably necessary to minimize potential conflicts with other private and public properties and/or residents who may be affected.

The application, site plan(s) and any additional requirements become specific requirements of approval. All of these documents will be filed by the applicant with the Wayne County Register of Deeds as a condition of use by the property. The applicant shall, in turn, furnish the City with proof that each of the applicable documents have been so filed. Any subsequent use of the property by the applicant, heirs or any assigns will be in full accordance with the terms of approval or conversion to any use permitted and as regulated by the underlying zoning classification applicable to the property.

A review of the basic information required in the application and accompanying site plan is presented in the following several pages for your initial information. More specific information is set forth in the Woodhaven Zoning Ordinance and the accompanying Special Use Application Form. A general review of the required information is as follows:

Basic Information

1. A description of property involved and identification of owner, agent, architects, engineer, etc.
2. Various statements explaining the nature of the use proposed and its characteristics involving use, users, residents, if any, traffic hours of operation, etc. Also, an indication of how the use conforms to existing design proposals and/or use restrictions which would minimize potential conflicts with the surrounding area and City at large.
3. In the process of reviewing the site plan, the Planning Commission and Council shall consider:
 - a. Specific development requirements set forth in the Zoning Ordinance.
 - b. The location and design of driveways providing vehicular ingress to and egress from the site, in relation to streets giving access to the site, and in relation to pedestrian traffic.

- c. The traffic circulation features within the site and location of automobile parking areas; and may make such requirements with respect to any matters as will assure:
 - (1) Safety and convenience of both vehicular and pedestrian traffic, both within the site in relation to access streets.
 - (2) Satisfactory and harmonious relationships between relationships between the development on the site and the existing and prospective development of contiguous land and adjacent neighborhoods.
 - (3) Accessibility afforded to emergency vehicles.
 - d. The arrangement of use areas on the site in relation to functional, efficient and compatible arrangements within the site and also to adjacent uses.
 - e. The Planning Commission may recommend and the city Council may further require landscaping, fences and walls, increase setbacks and/or use restrictions in pursuance of these objectives and same shall be provided and maintained as a condition of the establishment and the continued maintenance of any uses to which they are appurtenant.
 - f. In those instances where it is found that an excessive number of ingress and/or egress points may occur with relation to major or secondary thoroughfares, thereby diminishing the carrying capacity of the thoroughfare, the Planning Commission may recommend and the City Council may require marginal access drives. For a narrow frontage, which will require a single outlet, it may be required that money be placed in escrow with the City so as to provide for a marginal service drive equal in length to the frontage of the property involved. Occupancy permits shall not be issues until the improvement is physically provided, or monies have been deposited with the Clerk.
 - g. Cost estimates, for improvements not normally covered in building permits, are also required. These estimates shall be revised by the appropriate City officials (i.e., Building Inspector, Engineer and/or Planner) for their compliance with the current cost estimates. These reviews and recommendations shall be forwarded to the Planning Commission and subsequently Council as a requirement for approval.
 - h. The Planning Commission may recommend and the Council may waive site plan information for topography, vegetation, problem soils, landscaping, employment data, etc. when such concerns are obviously not pertinent to the proposed development.
4. Upon the issuance of a building permit, the applicant shall file or have filed with the Clerk a cash deposit, certified check, irrevocable bank letter of credit or a surety bond acceptable to the City Council. The City Council may also accept, at their discretion, a bond or other guarantee furnished by a subcontractor or a lending institution when the Municipality is listed as an interested body of such a guarantee. The amount of such guarantee shall cover all improvements not normally covered in the building permit, i.e., berms, walls, landscaping, lighting, surfacing of drives, parking, service drives, acceleration/deceleration lanes and other traffic control devices, reclamation, etc. The guarantee shall include a schedule of costs assigned to the different improvements, and shall properly reflect the size and scope of the project, current prevailing costs of making such improvements. Monies may be released to the applicant in proportion to work completed on the different elements after inspection of work and approval of the Building Inspector. Any partial releases of funds shall be less than ten (10) percent which

shall be retained by the Municipality until all work has been completed and subsequently inspected and approved by the Building Inspector.

If more than one (1) bond or guarantee is involved in construction of the improvements required in this section, each such assurance shall be treated as a separate agreement and the ten (10) percent holdback may be released upon satisfactory completion of such phase of construction and approval of the Building Inspector.

In instances where all improvements, as required in this Section, are not completed, and a temporary certificate of occupancy is requested, the estimated cost of such improvement shall be verified by the Building Inspector. If the estimated cost has changed, then a revised guarantee, acceptable to the City Council, shall be filed with the City Clerk covering such improvements.

5. Every application submitted to the Planning Commission shall be in accordance with the requirements of this Ordinance. Seventeen (17) copies of the site plan, the application, etc., shall be in accordance of this Ordinance and shall be filed with the Clerk who shall place the request on the next Planning Commission agenda. The Planning Commission shall receive the completed application and schedule the required public hearing. Following the public hearing, the Planning Commission shall forward its minutes of the hearing together with a recommendation for approval, denial or modification to the Council for final action. The Planning Commission may first, however, table the application if it is determined that additional information or modifications are necessary for their proper review and recommendation.