

CITY OF WIXOM
CONSTRUCTION & DEVELOPMENT SERVICES
49045 Pontiac Trail
Wixom, MI 48393
248.624.0880 (phone)/ 248.624.0867 (fax)
buildingadmin@wixomgov.org



GUIDELINES FOR SPECIAL LAND USE REVIEW

A request for Special Land Use review within the various zoning districts must be submitted (form attached) in accordance with the guidelines below. The request is placed on the first available Planning Commission Meeting Agenda, once the application is determined to be complete. At that meeting, the Planning Commission shall take action after the Public Hearing.

- 1) Complete attached application.
- 2) Attach 15 copies of the proposed sketch plan to the application and email a PDF/ electronic copy at buildingadmin@wixomgov.org.
- 3) Attach one (1) copy of the legal description.
- 4) With some requests, a complete site plan submission may also be required per Section 18.17.020 of the Zoning Ordinance.
- 5) Submit application to Construction & Development Services with the sketch plans attached (sorted). The application must be submitted at least 30 days prior to the Planning Commission meeting date.
- 6) A complete listing of the Special Land Use review criteria can be found at Sections 18.18.050, General Standards, and Section 18.18.060, Specific Standards, of the ordinance found online at the City's website https://www.municode.com/library/mi/wixom/codes/code_of_ordinances?nodetid=TIT18ZO_CH18.18S_PLAUSREREPR.
- 7) Submit a review fee of **\$500 plus \$9 per acre**, payable to the City of Wixom, per the established fee schedule (found online at <http://www.wixomgov.org/home/showdocument?id=90>).
- 8) Submit an escrow fee of **\$650**, payable to the City of Wixom, to cover cost of consultant coordination, advertising and mailing fees.

INFORMATION

Petitioners must appear at all scheduled Public Hearings.

The petitioner will be notified of the Public Hearing, as well as all property owners within 300 feet of subject.

Questions concerning the application may be directed to the Construction & Development Services office at 248-624-0880 or buildingadmin@wixomgov.org. Office hours are Monday-Thursday, 7:15 am-5:30 pm.

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CITY OF WIXOM
SPECIAL LAND USE REVIEW PROCESS

Step 1

- 1) Submit an application to Construction and Development Services
- 2) Submit a Legal Description and Site Plan (if applicable)
- 3) Submit application and escrow fee payment

The Legal Description can be obtained at the Construction and Development Services office. To facilitate the Special Land Use request, a complete application must be submitted 30 days prior to the Planning Commission meeting date. The applicant will be notified of all hearing dates.

Step 2

Notice of the Public Hearing will be sent by the City to all property owners within 300 feet of the property under consideration for the Special Land Use review.

Step 3

The Public Hearing will be held at the regularly scheduled Planning Commission meeting (first or fourth Monday of the month). At the hearing, the Planning Commission will hear your case. After reviewing all available information, the Planning Commission will approve, deny or table the Special Land Use request.

Step 4

If approved → Follow-up with Building Official.

If tabled → Submit additional information for the next meeting per Planning Commission instructions/ requests.

If denied → No further action is taken.

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APPLICATION FOR SPECIAL LAND USE APPROVAL

SPECIAL LAND USE NO. (SLU): _____ DATE: _____ RECEIVED/CHECKED BY: _____
Date of Publication: _____ Date of Public Hearing: _____

I (We), the undersigned, do hereby make application to the Planning Commission for Special Land Use Review in accordance with Title 18 of the Wixom City Code.

REQUIREMENTS FOR SPECIAL LAND USE SUBMISSION

ALL PLANS MUST BE SEALED/ STAMPED -FOLDED TO 8½ x 11” LETTER SIZE - ENGINEERS/ARCHITECTS SEAL UP
Required Special Land Use Fee & Escrow (per adopted schedule) Amount \$ _____ PAID.....
Fifteen (15) Copies of the Site Plan
One (1) Reduced Copy of Site Plan (8½ X 11).....
One (1) PDF or electronic copy of plans
PROOF OF OWNERSHIP: Title Insurance; Purchase Agreement; Names of the Principal Owners
involved in any Corporation, Partnership, etc.....
Applicable Sections of Zoning Ordinance.....

SITE CHARACTERISTICS

Subject Property Address: _____
Subdivision and Lot # (if applicable) _____
Sidwell/Tax I.D. No.: _____ Zoning District: _____
General Location of Site (cross streets): _____
Proposed Use of Property: _____
Total Acreage: _____ Sq. Ft. of Site: _____ Proposed # of Employees: _____

The Property Is Owned by:

Name: _____	Name: _____
Address: _____	Address: _____
City/State _____ Zip: _____	City/State _____ Zip: _____
Phone: _____	Phone: _____
Cell Phone: _____	Cell Phone: _____
Email Address: _____	Email Address: _____
Owner Signature: _____	Owner Signature: _____

Applicant

Name: _____ Address: _____
City/State: _____ Zip: _____ Phone: _____
Cell Phone: _____ Email Address: _____
Applicants' interest in property (if other than the owner): _____

Signature of Applicant: _____ Date: _____

ACTION BY PLANNING COMMISSION: APPROVED: _____ DENIED: _____

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BACKGROUND ON BUSINESS FOR SPECIAL LAND USE REQUEST

Why are you seeking Special Land Use? _____

Provide a brief summary of your business plan: _____

Provide the hours of operation, including expected peak times of business: _____

How many total employees will be operating the facility? _____

Is there ample parking for the expected occupancy, meeting ordinance requirements? _____

Will there be any changes to the exterior of the property site? If so, what? _____

Are any building or site improvements anticipated, and if so, what are they? _____

Provide any other information you feel would be helpful for the Planning Commissioners to understand the business operations and Special Land Use Request : _____

