



# Conditional Use Packet



## Conditional Use Criteria

The Planning Commission shall review the particular circumstances and facts of each proposed use in terms of the following standards and required findings, and shall find and record adequate data, information, and evidence showing that such a use on the proposed site, lot, or parcel meets the following standards:

- A. Is compatible with existing or permitted uses on abutting sites, in terms of use, building height, bulk and scale, setbacks and open spaces, landscaping, drainage, or access and circulation features;
- B. Creates favorable effects or impacts on other existing or permitted uses on abutting sites than those which reasonably may result from the use of the site by a use permitted by right;
- C. Has no, or a positive, affect on the safety of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed use and other uses reasonably anticipated in the area considering existing zoning and land uses in the area, if applicable;
- D. Reasonably protects persons and property from erosion, flood or water damage, fire, noise, glare, and similar hazards or impacts;
- E. Has no, or a positive, affect on traffic control or adjacent properties by inappropriate location, lighting, or types of signs;
- F. Provides adequate off-street parking and loading facilities, if applicable;
- G. Conforms with the objectives and the purpose of the zoning district in which the development is located;
- H. Is not detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity, for reasons specifically articulated by the commission; or
- I. The premises or structure(s) are not suitable for the proposed use.



# Conditional Use Permit Flowchart

**Conditional Use Permit  
Application and fees are submitted**



**Application is processed and distributed**



**Public Hearing is scheduled**  
Public Hearing Notice is sent to the newspaper of general circulation in the City, at least five days prior to the date of the hearing, indicating the time, place, and subject of the hearing.



**City Manager reviews the application for compliance**



**Planning Commission  
Public Hearing and Review**

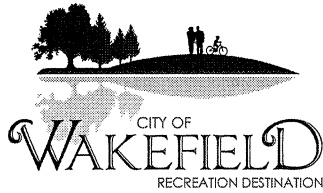


**Planning Commission  
Denial**

**Planning Commission  
Approval**

**A letter of denial is sent to applicant**

**Permit is issued with specification and condition to be met by applicant**



# APPLICATION FOR CONDITIONAL USE

FEE: \$200.00

## Location Information for Conditional Use

Address: \_\_\_\_\_, Wakefield, MI 49968

Closest Major Cross streets: \_\_\_\_\_ and \_\_\_\_\_

Direction to Site: \_\_\_\_\_

Tax/Parcel Number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

## Plot/Site Plan and Other Information Requirements

On a 8 1/2"x11" sheet of white paper, provide a pen and ink drawing to scale that includes all of the following:

1. Property shape, dimensions, area and intended use
2. Dimensions, location (distance from lot lines) of the building(s) to be used, be erected, moved or expanded on the property
3. Location of all abutting streets
4. Photos of property and buildings are encouraged

Reason for Request: \_\_\_\_\_

Please note the circumstances of the conditional use request.

**Before any construction starts or any issuance of a building permit is granted, an approved Conditional Use Permit must be on file.**

## Identification: To be completed by all applicants

Name	Mailing Address: Number Street, City, and State	Zip Code	Telephone
Owner or Lessee			
Applicant-For Owner			
The undersigned applicant hereby swears that the information contained in this application together with any attached exhibits or supplemental information is correct and true and that I will comply with all other State and Federal Law.			
Signature of Applicant	Address	Application Date	