Conditional Use
And
Variance
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. Aligns with the general intent and philosophy of the Master Plan;

B. 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;

C. Creates favorable effects or impacts on other existing or permitted uses on abutting sites other than those which reasonably may result from the use of the site by a use permitted by right;

D. 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;

E. Reasonably protects persons and property from erosion, flood or water damage, fire, noise, glare, and similar hazards or impacts;

F. Has no, or a positive, affect on traffic control or adjacent properties by appropriate location, lighting, or types of signs;

G. Provides adequate off-street parking and loading facilities, if applicable;

H. Conforms with the objectives and the purpose of the zoning district in which the development is located;

I. Is not detrimental to the public health, safety, or welfare, or materially injurious to surrounding properties; or

J. The premises or structure(s) are suitable for the proposed use.

Conditional Use and Variance Flowchart

Application and fees are submitted

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Application is processed and distributed

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Public Hearing is scheduled
Public Hearing Notice shall be sent by first class mail to the applicant and to all property owners within 300 feet of all property lines of the applicants property. Additionally, request for variance must be published in a newspaper of general circulation.

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City Manager reviews the application for compliance

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Planning Commission Public Hearing and Review

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Planning Commission Denial

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A letter of denial is sent to applicant

Planning Commission Approval

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Permit is issued with specification and conditions to be met by applicant

APPLICATION FOR CONDITIONAL USE or Variance

FEE: $200.00

Location Information

Address:_____, Wakefield, MI 49968

Closet Major Cross streets: _____ and _____

Direction to Site:_____

_____

Tax/Parcel Number:_____Current Zoning(Circle One): R1 R2 R3 C1 C2 I O

Plot/Site Plan and Other Information Requirements

On a 8 ½"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.

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_____

Before any construction starts or any issuance of a building permit is granted, an approved Conditional Use Permit or Variance 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	