



CITY OF MADISON HEIGHTS

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

SPECIAL LAND USE APPLICATION

WHEN IS A SPECIAL LAND USE APPLICATION REQUIRED?

Refer to **Section 3.06 (Permitted Use Table)** for uses which require Special Land Use review. Refer to **Section 15.05** of the Zoning Ordinance for the full list of requirements for Special Land Use applications.

Special Land Use review and approval is needed for land uses that may be appropriate in certain locations but possess unique characteristics that could potentially affect adjacent neighborhoods, existing uses, and transportation networks. The Special Land Use process is intended to ensure that the proposed use will be designed, operated, maintained, and managed in a way that will be compatible with neighboring properties and will not be detrimental to the City.

The Special Land Use process includes public notice of the proposed use, a public hearing before the Planning Commission, and final action by the City Council. Conditions of approval may be required to mitigate potentially adverse effects of the use.

PRE-APPLICATION CONFERENCE (OPTIONAL)

At the option of the applicant, prior to the submittal of a formal Special Land Use application, the applicant may submit a conceptual plan to the Community & Economic Development Department to be reviewed by the Planning and Zoning Administrator. The purpose of the pre-application conference is to discuss the review procedures, design elements, and ordinance requirements. At this conference, the Planning and Zoning Administrator may provide the applicant with an advisory opinion as to whether the application meets the substantive requirements for Special Land Use submittal. The City's comments during a pre-application conference shall be advisory in nature only and shall not constitute a recommendation of approval regarding the application. An applicant may request that a pre-application conference take place at a meeting of the Technical Review Committee, upon payment of a fee established by City Council.

COMPLETE APPLICATION REQUIRED

The Special Land Use Application will not be processed by staff until it has been verified that all required information has been provided with the application. Incomplete applications may be returned. Please carefully review the Checklist included within this application to see those items that must be included with a complete application submittal.

REVIEW STANDARDS AND CRITERIA

Special Land Use applications are subject to review and approval by both the Planning Commission and City Council. Each body will review the Special Land Use request to determine if it complies with the review standards and criteria contained in **Section 15.05 of the Zoning Ordinance**, summarized below:

- A. The use is so designed, located and proposed to be operated in a way that protects the public health, safety and welfare.
- B. The use is designed in a way that considers the natural environment and helps conserve natural resources and energy.
- C. The Special Land Use will not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any person, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
- D. The use shall be designed and located so that it is compatible with surrounding properties, neighborhood, and vicinity. At a minimum, this shall include:
 - 1. Location of use(s) on site;
 - 2. Height of all improvements and structures;
 - 3. Adjacent conforming land uses;
 - 4. Conformance with the Master Plan and future land use map for the area as adopted by the Planning Commission; and
 - 5. Compatibility with the permitted principal uses allowed in the zoning district where the Special Land Use is requested, and consistency with the intent of the zoning district.
- E. Ingress/egress to the use shall be controlled to assure maximum vehicular, pedestrian and non-motorized safety, convenience and minimum traffic impact on adjacent roads, drives and uses including, but not limited to:
 - 1. Reduction in the number of ingress/egress points through elimination, minimization and/or consolidation of drives and/or curb cuts;
 - 2. Proximity and relation to intersections, specifically with regard to distance from drive(s) to intersection(s);
 - 3. Reduction/elimination of pedestrian/vehicular traffic conflicts;
 - 4. Adequacy of sight distances;
 - 5. Location and access of off-street parking; and
 - 6. Location and/or potential use of service drives to access multiple parcels, reducing the number of access points necessary to serve the parcels.
- F. The use is consistent with the intent and purpose of the zoning district in which it is proposed.

NOTICE OF PUBLIC HEARING AND PLANNING COMMISSION MEETING

Public hearing notices are required for all Special Land Use applications. Staff will prepare the public hearing notice for publication in a local newspaper and mailers for surrounding property owners, in accordance with the Zoning Ordinance and the Michigan Zoning Enabling Act.

The Planning Commission will hold a public hearing at a regularly-scheduled meeting, unless a Special Meeting is scheduled. After the Public Hearing, the Planning Commission may make a recommendation to City Council or postpone action for additional information. Final action from City Council is required for all Special Land Use applications.

The Planning Commission Meeting Schedule and Submittal Calendar is attached to this application packet.

SPECIAL LAND USE VALIDITY, EXPIRATION, AND REAPPLICATION

Special Land Use Approval is valid for a period of one year. When required, site plan approval and commencement of construction of approved improvements must occur within one year of the city council's Special Land Use Approval or the Special Land Use Approval shall be automatically null and void. The City Council may grant an extension for good cause for a period not to exceed six months from the date of expiration of the original approval provided for extension is made during the period of effectiveness.

When an established use approved under the special land use approval procedure ceases to function or is abandoned for a period of six months, the special use approval shall lapse and shall no longer be in effect.

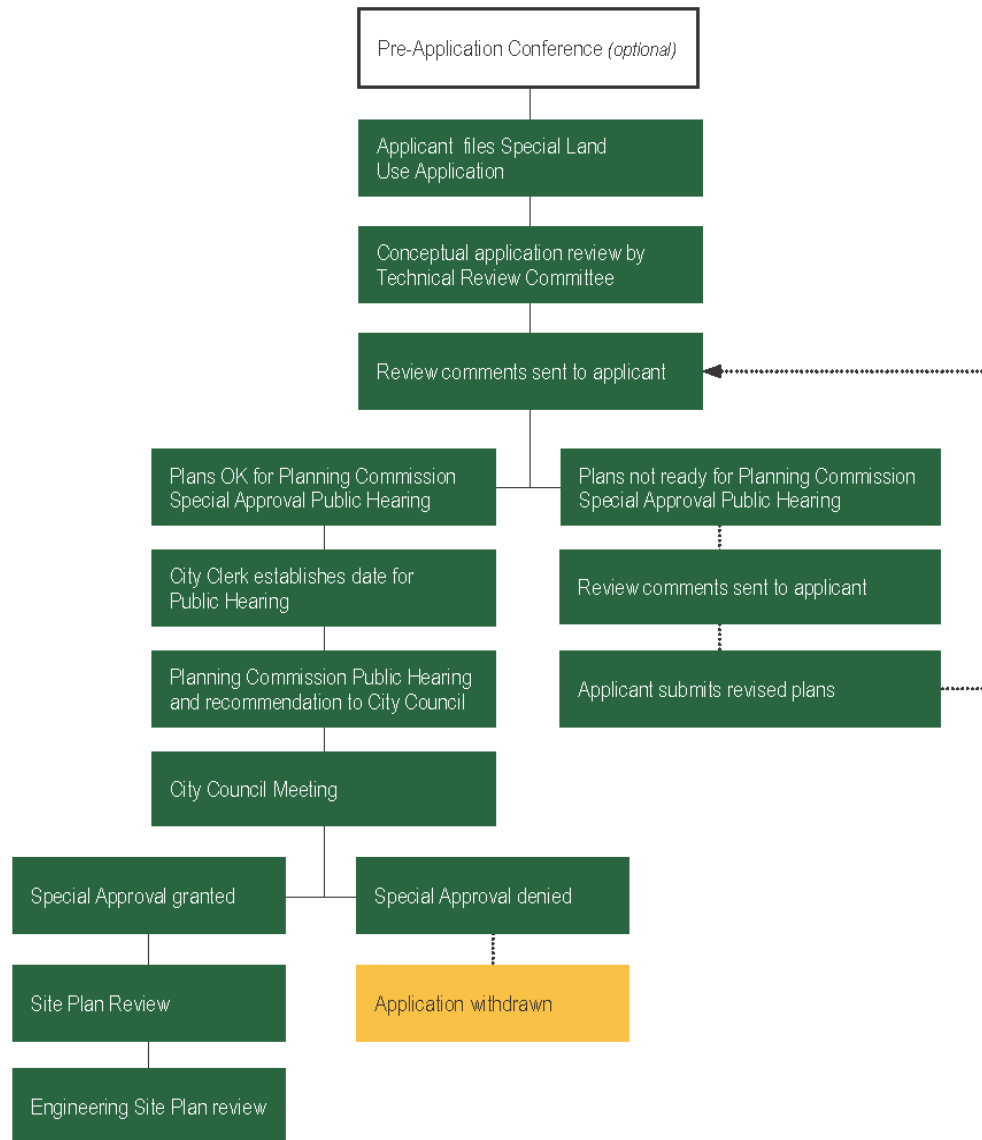
No reapplication, reconsideration and/or rehearing for a special use permit which has been denied by the City Council shall be resubmitted until the expiration of one year from the date of such denial, except on grounds of newly discovered evidence or proof of materially changed conditions, sufficient to justify reconsideration by the city council. Each reapplication will be treated as a new application.

APPEALS

An appeal of a Special Land Use decision shall be taken to Circuit Court. No decision or condition related to a Special Land Use application may be appealed to the Zoning Board of Appeals

SPECIAL LAND USE REVIEW PROCESS

REFER TO SECTION 15.05 OF THE ZONING ORDINANCE FOR FULL PROCESS, STANDARDS, AND REQUIREMENTS FOR SPECIAL LAND USE REVIEW



SUBMITTAL REQUIREMENTS

- (a) One (1) copy of the completed Special Land Use Application, including the project narrative, the Review Standards Response Form, and all additional required attachments.
- (b) Two (2) 11" x 17" copies of the conceptual site plan containing all of the information contained in Section 15.05 of the Zoning Ordinance. (Refer to Checklist included in this application)
- (c) One (1) copy of the conceptual site plan in digital (PDF) format.
- (d) All applicable fees as established by City Council

**Submit complete application to Community and Economic Development Department:
300 W. Thirteen Mile Road, Madison Heights, MI 48071**



CITY OF MADISON HEIGHTS
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
SPECIAL LAND USE APPLICATION

I. APPLICANT INFORMATION

Applicant _____

Applicant Address _____

City _____ State _____ ZIP _____

Interest in Property (owner, tenant, option, etc.) _____

Contact Person _____

Telephone Number _____ Email Address _____

II. PROPERTY INFORMATION

Property Address _____

Tax ID _____ Zoning District _____

Owner Name (if different than applicant) _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Email Address _____

III. CONSULTANT INFORMATION (IF APPLICABLE)

Name _____ Company _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Email Address _____

IV. PROJECT NAME

V. PROJECT DESCRIPTION AND SCOPE OF WORK

Brief Description of Proposed Special Land Use:

Required Attachments:

- ☐ **Project Narrative:** Written description of the nature of the proposed use(s), including: products or services to be provided; activities to be conducted inside and outside the building; types of equipment to be used; hours of operation; number of employees; expected levels/ types of vehicular traffic coming to and from the site; other information.
- ☐ **Conceptual Site Plan and Floor Plan:** Conceptual plans containing minimum information listed in **Section 15.05** of Zoning Ordinance (refer to checklist, attached)
- ☐ **Review Standards Response Form** (attached)

VI. APPLICANT CERTIFICATION

I (we) the undersigned do hereby apply to the City of Madison Heights for review and approval of the above-described Special Land Use application. Applicant(s) and the property owner(s) do hereby consent to city staff to assess the property for purposes of evaluating the site for requested action(s).

Printed Name _____ Signature _____ Date _____

VII. PROPERTY OWNER CERTIFICATION

IF YOU ARE NOT THE PROPERTY OWNER, YOU MUST HAVE THE PROPERTY OWNER PROVIDE A NOTARIZED SIGNATURE, BELOW, OR PROVIDE A NOTARIZED LETTER OF AUTHORIZATION OR NOTARIZED POWER OF ATTORNEY AUTHORIZING YOU TO ACT ON THEIR BEHALF.

Printed Name _____ Signature _____ Date _____

Notary for Property Owner:

Subscribed and sworn before me, this ____ day of _____, 20____.

A Notary Public in and for _____ County, Michigan.

Notary Name (Print): _____

Notary Signature: _____

My Commission Expires: _____

Notary Stamp

STAFF USE ONLY

[DO NOT ACCEPT INCOMPLETE APPLICATIONS]

FILING FEE (\$750): _____

SPECIAL LAND USE NO.: PSP # _____

DATE APPLICATION RECEIVED: _____

RECEIVED BY: _____

SPECIAL LAND USE: REVIEW STANDARDS RESPONSE FORM

Section 15.05(3) of the Zoning Ordinance contains Special Land Use review standards and criteria. Please provide responses to the following review standards for consideration by staff, the Planning Commission, and City Council. (Provide additional separate sheets, if necessary).

- A.** Describe how the proposed use will be designed, located, and operated in a way that protects the public health, safety and welfare.

- B.** Describe how the use will be designed in a way that considers the natural environment and helps conserve natural resources and energy.

- C.** Will the Special Land Use will involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any person, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors. If so, describe in detail.

- D.** Describe how the proposed land use will be designed and located so that it is compatible with surrounding properties, neighborhood, and vicinity. At a minimum, this shall include: 1) Location of use(s) on site; 2) Height of all improvements and structures; 3) Adjacent conforming land uses; 4) Conformance with the Master Plan and future land use map for the area as adopted by the Planning Commission; and 5) Compatibility with the permitted principal uses allowed in the zoning district where the Special Land Use is requested, and consistency with the intent of the zoning district.

SPECIAL LAND USE APPLICATION

E. Describe how ingress/egress to the use will be controlled to assure maximum vehicular, pedestrian and non-motorized safety, convenience and minimum traffic impact on adjacent roads, drives and uses including, but not limited to:

1. Reduction in the number of ingress/egress points through elimination, minimization and/or consolidation of drives and/or curb cuts;
2. Proximity and relation to intersections, specifically with regard to distance from drive(s) to intersection(s);
3. Reduction/elimination of pedestrian/vehicular traffic conflicts;
4. Adequacy of sight distances;
5. Location and access of off-street parking; and
6. Location and/or potential use of service drives to access multiple parcels, reducing the number of access points necessary to serve the parcels.

F. Describe how the proposed use will be consistent with the intent and purpose of the zoning district in which it is proposed

SPECIAL LAND USE: SUBMITTAL CHECKLIST

The following items are required for a complete Special Land Use application. Incomplete applications will not be processed.

- ☐ Completed Special Land Use application, including separate project narrative document.
- ☐ Completed Review Standards Response Form
- ☐ Two (2) 11" x 17" and digital (PDF) copy of the conceptual site plan, containing, at minimum, the following information:
 - ☐ Location map showing the proposed site location, zoning classifications, and major roads.
 - ☐ Property identification number(s) and the dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
 - ☐ Location of all existing and proposed structures, uses, number of stories, gross building area, required and proposed setback lines, and distances between structures on the subject property.
 - ☐ The percentage of land area devoted to building, paved, and open space.
 - ☐ All existing and proposed structures, roadways, drives, landscaping, trees, parking areas, and pedestrian paths.
 - ☐ Number of parking spaces and location of loading areas, handicap parking spaces and access routes on the subject property.
 - ☐ Location and height of all walls, fences, and landscaping, including a conceptual landscaping plan.
 - ☐ Location and widths of all abutting streets, existing and proposed rights-of-ways, easements, and pavements.
 - ☐ Type of existing and proposed surfacing of all drives, parking areas, loading areas, and roads.
 - ☐ All utilities located on or serving the site, including sizes of water and sewer lines, wells, proposed hydrants, and proposed fire suppression into the building(s). Proposed sanitary leads and sanitary sewers must also be shown.
 - ☐ Preliminary storm system layout and floor arrows demonstrating that storm flow connections and disposal methods are feasible.
 - ☐ Existing and proposed ground contours at intervals of two feet, or spot elevations sufficient to review the proposed grading and drainage plan.

The Planning and Zoning Administrator may waive particular Special Land Use submittal items upon a determination that such items are not necessary to deem compliance with Special Land Use standards.

This Page Intentionally Left Blank

**MADISON HEIGHTS PLANNING COMMISSION
2026 MEETING SCHEDULE**

Third Tuesday of each month at 5:30 p.m. (unless otherwise noted or canceled)

Council Chambers – 300 W. 13 Mile Road (unless otherwise noted)
Madison Heights, MI 48071

MEETING DATE	APPLICATION DEADLINE (By close of business)	NOTICES PUBLISHED
January 20 th	December 8 th , 2025	December 17 th , 2025
February 17 th	January 16 th , 2026	January 28 th , 2026
March 17 th	February 13 th	February 25 th
April 21 st	March 16 th	March 25 th
May 19 th	April 13 th	April 22 nd
June 16 th	May 11 th	May 20 th
July 21 st	June 22 nd	July 1 st
August 18 th	July 20 th	July 29 th
September 15 th	August 17 th	August 26 th
October 20 th	September 14 th	September 23 rd
November 17 th	October 12 th	October 21 st
DECEMBER – NO MEETING

Adopted: November 18th, 2025