

**CITY OF ROCKFORD  
SPECIAL LAND USE PERMIT APPLICATION**

**INSTRUCTIONS TO APPLICANT:**

Section 16.1 of the Rockford City Code governs the application procedures for all Special Land Uses within the City. Applicants seeking Special Land Use approval are required to submit the enclosed application to the Zoning Administrator, which shall include fifteen (15) copies of a site plan containing information, required by Section 15.1D.2 (see attached), a completed application form, and a payment of an application fee, which has been established by the Rockford City Council to be as follows:

<b>Residential:</b>	\$100 plus legal, engineering and/or other professional costs
<b>Commercial:</b>	\$250 plus legal, engineering and/or other professional costs

Upon receipt of an application for a Special Land Use Permit, the Zoning Administrator shall cause notice to be given of a Special Land Use public hearing in accordance with the requirements of the Michigan Zoning Enabling Act. The notice shall describe the nature of the Special Land Use request, indicate the property which is the subject of the request, state when and where the request will be considered, and indicate when and where written comments will be received concerning the request. Following notice, the Planning Commission shall hold a public hearing on the Special Land Use Permit Application. Application for Special Land Use Permits will be reviewed based on Section 16.3, General Standards for Approval, as well as Section 16.6, Special Land Use Specific Design Standards. Applicants are required to become familiar with both the General Standards for Approval and the Special Land Use Specific Design Standards.

Applicants needing assistance in completing the necessary documentation are encouraged to contact the City at 616-866-1537.

**CITY OF ROCKFORD  
SPECIAL LAND USE PERMIT APPLICATION**

**APPLICANT INFORMATION:**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Owner(s) of Property \_\_\_\_\_  
if different than  
application: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY INFORMATION:**

Address of property  
In question: \_\_\_\_\_

Personal Property # \_\_\_\_\_

Zoning District: \_\_\_\_\_

Describe the nature of the Special Use request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Some land uses, because of their unique characteristics, may not be appropriate in all locations within a given zoning district. For this reason, they are considered to be Special Land Uses subject to review by the City. The Planning Commission shall approve, or approve with conditions, a Special Land Use Permit request only upon a finding that all of the following General Standards for approval are complied with.

Please describe how the request for Special Land Use applies with Section 16.3, General Standards for Approval, which are as follows:

1. *The use is designed and constructed, and will be operated and maintained, so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, will be compatible with adjacent uses of land and will not change the essential character of the area in which it is proposed.*

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2. *The use is, or will be a result of the Special Land Use Permit, served adequately by public services and facilities, including, but not limited to streets, police and fire protection, drainage structures, refuse disposal, water and sewer facilities and schools.*

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3. *The use does not involve activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of traffic, noise, smoke, fumes, glare or odors.*

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4. *The use will be compatible with the natural environment and will be designed to encourage conservation of natural resources and energy.*

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5. *The site plan proposed for such use demonstrates compliance with the Special Land Use Specific Design Standards contained in Section 16.6 and all other applicable requirements of this Ordinance.*

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6. *If proposed in a residential district, the use will be compatible with the surrounding residential neighborhood, and the scale, density, or bulk of the use will be consistent with neighborhood character. Demolition of existing residential buildings is presumed to be inconsistent with maintaining the residential character of the City.*

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Action Taken:

Approved

Denied

Date: \_\_\_\_\_

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Zoning Administrator

For Office Use Only

Date Application Filed: \_\_\_\_\_

Date of Planning Commission  
Meeting: \_\_\_\_\_