

Hillman Special Use Review Process Chart

TIMELINE

A PRE-APPLICATION CONFERENCE WITH THE ZONING ADMINISTRATOR , PLANNING COMMISSION CHAIR, AND/OR PLANNING COMMISSION IS AVAILABLE (SECTION 5.3).

APPLICANT

PROVIDES ZONING ADM. APPLICATION, FEE, & 6 COPIES OF PLOT PLAN OR SITE PLAN
SPECIAL PLANNING COMMISSION MEETING MAY BE REQUESTED. RESIDENTIAL SPECIAL USES SUBMIT PLOT PLAN.

30 DAYS PRIOR TO PLANNING COMMISSION MEETING

ZONING ADMINISTRATOR

REVIEWS APPLICATION FOR COMPLETENESS. IF COMPLETE, PLACES SPECIAL USE REVIEW ON AGENDA OF NEXT PLANNING COMMISSION MEETING.
VILLAGE PUBLISHES PUBLIC HEARING NOTICE AND NOTIFIES PROPERTIES WITHIN 300 FT

WITHIN 7 DAYS OF APPLICATION SUBMITTAL

JOINT SPECIAL USE REVIEW

REVIEWS OCCUR WITHIN VILLAGE DEPARTMENTS AND OTHER AGENCIES
PUBLIC SAFETY, FIRE, POLICE, PLANNING, SOIL EROSION, BUILDING, DRAIN COMMISSIONER, TRANSPORTATION

WITHIN 14 DAYS OF APPLICATION SUBMITTAL

PLANNING COMMISSION HOLDS PUBLIC HEARING

PLANNING COMMISSION REVIEWS SPECIAL LAND USE
PLANNING COMMISSION REVIEWS SITE PLAN OR PLOT PLAN CONCURRENTLY WITH SPECIAL USE REVIEW.
IF APPLICANT IS DEPENDENT UPON ZBA ACTION, SAID ACTION IS REQUIRED PRIOR TO SPECIAL USE APPROVAL

WITHIN 30 DAYS OF APPLICATION SUBMITTAL

PLANNING COMMISSION DECISION

PLANNING COMMISSION DECIDES UPON SPECIAL LAND USE
ZONING PERMIT IS ISSUED UPON APPROVAL OF SPECIAL LAND USE.
ACCOMPANYING SITE PLAN OR PLOT PLAN IS APPROVED CONCURRENTLY. ZONING PERMIT FOR APPROVED SITE/ PLOT PLAN EXPIRES IF CONSTRUCTION HAS NOT BEGUN WITHIN 1 YEAR OF APPROVAL.

WITHIN 60 DAYS OF PLANNING COMMISSION REVIEW

This flowchart provides an overview of the Special Use review process, for complete details please see Zoning Ordinance Article 6. Village of Hillman PO Box 96. Hillman MI 49746 (Ph) 989-742-4751 www.hillmanmichigan.org