



CITY OF

# Ypsilanti

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## Special Use

§122-322

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This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please call the Building Department.

All permit applications are available from the Building Department and at [cityofypsilanti.com/permits](http://cityofypsilanti.com/permits).

Completed applications may be dropped off at the Building Department.

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### City Hall

One South Huron  
Ypsilanti, MI 48197

#### Building

3<sup>rd</sup> Floor, City Hall  
Phone: (734) 482-1025  
[cityofypsilanti.com/building](http://cityofypsilanti.com/building)

#### Planning

4<sup>th</sup> Floor, City Hall  
Phone: (734) 483-9646  
[cityofypsilanti.com/planning](http://cityofypsilanti.com/planning)

#### Historic District

4<sup>th</sup> Floor, City Hall  
Phone: (734) 483-9646  
[cityofypsilanti.com/hdc](http://cityofypsilanti.com/hdc)

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All permits, fees, and factsheets can be found at [cityofypsilanti.com/permits](http://cityofypsilanti.com/permits).

When a property owner wants to use land in a way that is not permitted by right in their zoning district, but is listed as something the Planning Commission can approve as a special use, the owner must apply for a Special Use Permit.

Special uses are permitted only if they meet a list of criteria provided in section 122-322(a) of the Zoning Ordinance. That list includes, but is not limited to:

- The use conforms to the site plan review standards;
- The use is consistent with specific development standards for the use;
- The use conforms with the spirit and intent of this chapter and the Master Plan;
- The use promotes the use of land in a socially and economically sustainable manner and is not detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property or public welfare;
- The special use is designed, constructed, operated and maintained to assure long-term compatibility with surrounding land uses;
- The special land use does not adversely impact the transportation system;

### **Applying for Special Use**

If you wish to petition for special land use for a property you hold an interest in, you begin the process by submitting the attached application. You are required to submit a site plan or sketch plan with the special use application. Consult with Planning Staff to determine which level of plans you need to submit.

### **Review Process and Timeline**

Once your application is received, staff will schedule a public hearing. If your application is complete and received by 4:00 p.m. on the third Wednesday of the month, it will be heard in front of Planning Commission at their regular meeting at 7:00 p.m. on the third Wednesday of the following month. During the intervening time, staff will review the application; notify neighbors within 300' by first-class mail; and place a notice in the Washtenaw Legal News.

At their meeting, Planning Commission will hold a public hearing, where the public is invited to address them about the proposed special land use. They also hear a staff report about the proposal's conformance to the ordinance and invite the applicant to speak. With the information they gather at this meeting, they make a decision to approve, approve with conditions, or deny.

A Special Use Permit will expire unless a building permit has been issued within 6 months of the date of approval, and unless construction has begun within two years of the date of approval.

Once a special use is established, the special use will run with the land unless the use is clearly temporary or time-related in nature. Special Use Permits may be revoked by the Planning Commission in accordance with Section 122-329.





## City of Ypsilanti Planning & Development Department

One South Huron • Ypsilanti, MI 48197

Phone: (734) 483-9646

www.cityofypsilanti.com

### **SPECIAL USE PERMIT APPLICATION**

MUST BE SUBMITTED WITH SITE PLAN OR SKETCH PLAN APPLICATION

#### **Applicant\***

Name

#### **Property**

Name of project

Current use:

Proposed use :

Rationale for request:

#### **Signature**

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Signature:

Date:

Print Name:

**\*\*\*FOR OFFICE USE ONLY\*\*\***

Date:	Amount: <b>\$300</b>	Account: <b>101-4-7210-607-01</b>
Cash Check payable to City of Ypsilanti Credit (+ \$10.5 surcharge)		Code: <b>178 Rezone</b> Signature of person receiving deposit:
Description of deposit:		