



Non-refundable  
application fee of \$350  
due at submission

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

## Special Land Use Application

This application is required for any use identified as a Special Land Use under the City of Harrison Zoning Ordinance and must be reviewed and approved by the Planning Commission.

### 1. Applicant and Property Owner Information

#### Applicant Information

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### Owner Information (If Different)

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### 2. Property & Project Information

#### Property Information

Parcel ID: 070-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Zoning District: \_\_\_\_\_

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

Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

#### Project Summary:

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### **3. Submittal Requirements**

All items must be submitted before a Planning Commission hearing will be scheduled. The Zoning Administrator will determine completeness.

#### **A. Required Documents**

- Completed Special Land Use Application
- Authorization from the property owner if the applicant is not the owner
- One full paper copy of the complete site plan
- Digital PDF copy of any plan sheets larger than 11x17
- Current property boundary documentation (survey, plat, or mapping acceptable to the Zoning Administrator)
- Written project narrative describing the proposed use
- Narrative explaining how the Special Land Use meets the standards in the Zoning Ordinance
- Architectural elevations (required for new buildings or exterior alterations)
- Utility layout (water, sewer, stormwater)
- Parking and circulation plan
- Landscaping plan
- Lighting plan
- Dumpster and enclosure details
- Sign locations (if applicable)
- Snow storage area shown on site plan (if applicable)
- Required outside agency approvals
- Hazardous materials list (if applicable)

#### **B. Additional Materials (if applicable)**

- Fire Chief review (required if fire access or suppression applies)
- Utility or engineering details needed to confirm ordinance compliance
- Traffic circulation information if determined necessary by the Zoning Administrator
- Other supporting information reasonably required to determine ordinance compliance

### **4. Public Hearing and Scheduling Process**

All Special Land Use requests require a public hearing before the Planning Commission.

Once a complete application is received, the City will schedule the request for the earliest available Planning Commission meeting that meets the legal notice deadlines. The City Manager or Zoning Administrator will prepare the public hearing notice. The City Clerk will mail required notices to surrounding

property owners in accordance with the City of Harrison Zoning Ordinance and the Michigan Zoning Enabling Act.

## 5. Certification and Authorization

I certify that the information submitted with this application is complete and accurate to the best of my knowledge. I understand that Special Land Use approval does not guarantee building permits or other approvals, and that providing false or misleading information may result in delay, denial, or revocation of an approval.

If I am not the property owner, I certify that I have full legal authority to act on the property owner's behalf for the purposes of this application. The City of Harrison may require written documentation of this authority. I authorize City of Harrison staff and officials to enter the property for the purpose of reviewing this application.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(if different than applicant)

**Printed Name:** \_\_\_\_\_

## Final Approval Notes

Special Land Use approval is valid for one year from the date of Planning Commission approval unless construction begins, or an extension is granted according to the Zoning Ordinance.

**\*\*\*THIS PAGE FOR CITY USE ONLY\*\*\***

**6. Zoning Administrator Review**

The Zoning Administrator has reviewed this application and determined it to be:

- Complete
- Incomplete (additional information required)
- Forwarded to the Planning Commission

**Comments:**

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**Zoning Administrator Signature:** \_\_\_\_\_

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

**7. Planning Commission Action**

**Public Hearing Date:** \_\_\_\_\_

**Planning Commission Meeting Date:** \_\_\_\_\_

**Decision:**

- Approved
- Approved with Conditions
- Denied

**Conditions if Applicable:**

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*The official record of the Planning Commission's action is contained in the meeting minutes.*