



# Special Land Use and Site Plan Review Application

TO THE PLANNING COMMISSION OF THE CITY OF DEARBORN, WAYNE COUNTY, MICHIGAN:  
I (We) the undersigned make the application to the Planning Commission of the City of Dearborn for Special Land Use and/or Site Plan Review for the property and reasons described below.

## A. Property and Project Information

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

Parcel Number (PID): \_\_\_\_\_

Lot / Site Area: \_\_\_\_\_

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

Current use of property: \_\_\_\_\_

Proposed use of property: \_\_\_\_\_

## B. Applicant Information

APPLICANT INFORMATION: Identify the person requesting the Special Land Use / or Site Plan Review

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

PROPERTY OWNER INFORMATION: Check here if Applicant is also Property Owner

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

PROJECT REPRESENTATIVE: Identify any person representing the property owner or applicant in this matter (Design professional, developer, etc)

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



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## C. Required Application Attachments

A complete application must contain the following information:

Signed application form: Special Land Use / or Site Plan Review Request Application.

Special Land Use Application Fee: \$1,200 / Or  
Site Plan Review Application Fee: \$1,000  
(Payment must be made out to the City of Dearborn).

Proof of ownership required (The only accepted documents are: Deeds, Property Transfer Affidavits, Title Commitments, Land Contracts, or Building Leases).

Project Narrative (Use letterhead if possible)

Written description of the nature of the proposed use(s), including: Project narrative, the products or services to be provided, the activities to be conducted inside and outside the building, types of equipment to be used, other required state or local permits or approvals, hours of operation, number of employees, expected levels and types of vehicular traffic coming to and from the site, any joint use agreements, and other relevant information.

Site and Building Layout (Use letterhead if possible)

Written description of the proposed site and/or building layout, building and structure design information, floor plans, parking calculations, fencing, landscaping, current environmental conditions, adjacent land uses, and other pertinent information.

Evidence that the plan has been submitted to the affected County, State, and Federal Agencies.

Proof all taxes and municipal bills (water, sewer, etc.) are paid.

Two (2) Sets of 24" X 36" Plot Plan or Survey required and One (1) Digital Copy submitted in PDF format must satisfy the requirements as outlined in the Zoning Ordinance 32.02(D).



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## D. Request and Affidavit

The applicant must read the following statement carefully and sign below:

The undersigned requests that the City of Dearborn review this application and related required materials as outlined in the Zoning Ordinance 32.02(D). The applicant further affirms and acknowledges the following:

That the applicant has a legal interest in the property described in this application.

That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his, her or their knowledge.

That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance.

That the applicant will comply with any and all conditions imposed in granting approval of this application.

If also the owner, the applicant grants the City of Dearborn staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

That the applicant has reviewed the Special Land Use / Site Plan Review process which is attached to this application.

That all submitted documents will become a public record and will be posted online to the City website unless requested otherwise.

Applicant / Representative Name: \_\_\_\_\_

Applicant / Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant / Representative is not the property owner, the property owner must read and sign below:

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and:

Is/are aware of the contents of this application and related enclosures.

Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the City of Dearborn.

Grants the City of Dearborn staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

\*Property Owner Name: \_\_\_\_\_

If the owner is an LLC, please provide the following information to verify proper ownership of the property:

Copy of Driver's License or Valid State ID

Articles or Certificate of Organization

\*Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Office use only)*

Case No. \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

*\*Notarized signature required if different from Project Owner*

*Effective 9/25*



# Special Land Use and Site Plan Review Application

## E. General Plan Requirements

The following information shall be included on all site plans, where applicable:

Title blocks indicating the name of the development, Applicant's name, address, and telephone number, North arrow, date(s) of submission/revision, and Identification and seal of an architect, engineer, land surveyor, licensed community planner or landscape architect who prepared plan.

Scale:  
For Property area less than (1) acre = 1": 20'  
For Property area from (1) acre to (3) acre = 1": 30'  
For Property area larger (3) acre to (3) acre = 1": 50'

A schedule for completing the project, including the phasing or timing of all proposed developments, if applicable.

The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the parcel boundaries.

Zoning classification of applicant's parcel and all abutting parcels.

Proximity to driveways serving adjacent parcels.

Proximity to major thoroughfare(s).

Notation of any variances that have or must be secured.

Net acreage (minus rights-of-way) and total acreage, to the nearest one-tenth 1/10) acre.

### 1. Site Data

Legal and common description of property, including parcel identification (Sidwell) number(s).

Existing lot lines, building lines, structures, parking areas, and other improvements on the site and on parcels within one hundred (100) feet of the site.

Front, side, and rear setback dimensioned from minimum location(s).

Topography on the site and within one hundred (100) feet of the site at two (2) foot contour intervals, referenced to a lake survey datum benchmark.

Proposed site plan features, including buildings, roadway widths and names, and parking areas.

### 2. Access, Circulation and Parking Plans

Refer to the Zoning Ordinance, Section 4.00  
[https://codelibrary.amlegal.com/codes/dearborn/latest/dearborn\\_mi/0-0-0-17464](https://codelibrary.amlegal.com/codes/dearborn/latest/dearborn_mi/0-0-0-17464)

Dimensions and centerline of existing and proposed roads and road rights-of-way

Acceleration, deceleration, and passing lanes, where required.

Proposed location of driveway entrances and on-site driveways with dimensioned minimum and maximum widths.

Typical cross-section of proposed roads and driveways, if applicable.

Location of existing drainage courses and drains, open or enclosed and with elevations and/or inverts.

Location of existing or proposed underground improvements such as storage tanks, culverts, and water gates.

Location of sidewalks within the site and within the right-of-way.

Exterior lighting locations and method of shielding. As outlined in Zoning Ordinance standards, Section (2.12).

Trash receptacle locations and method of screening, if applicable.

Transformer pad location(s) and method of screening, if applicable.

Parking spaces, including delineated handicap spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing. (Section 4.00).

Information needed to calculate required parking in accordance with Zoning Ordinance standards, as outlined in (Section 4.00).

Delineation of dedicated loading/unloading area. (Section 4.00).



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## 3. Landscape and Screening Plans

Refer to the Zoning Ordinance, Section 5.00

[https://codelibrary.amlegal.com/codes/dearborn/latest/dearborn\\_mi/0-0-0-17577](https://codelibrary.amlegal.com/codes/dearborn/latest/dearborn_mi/0-0-0-17577)

The location of lawns and landscaped areas, including required landscaped greenbelts. The percentage of the site used for open space.

Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material. A maintenance plan for landscaping shall be stated on the plan.

Location, sizes, and types of existing trees five (5) inches or greater in diameter, measured at one (1) foot above grade, before and after proposed development.

Cross-section of proposed berms.

Location, description, and County Registrar of Deeds filing identification of all easements for public right-of-way, utilities, access, shared access, and drainage.

Designation of fire lanes.

The location of any outdoor storage of materials and the manner by which it will be screened.

Any additional information required by the Site Plan Review Manual adopted by the Planning Commission.

## 4. Building and Structure Plans

Refer to the Zoning Ordinance, Section 29.00

[https://codelibrary.amlegal.com/codes/dearborn/latest/dearborn\\_mi/0-0-0-19233](https://codelibrary.amlegal.com/codes/dearborn/latest/dearborn_mi/0-0-0-19233)

Location, height, and outside dimensions of all proposed buildings or structures.

Indication of the number of stores and number of commercial or office units contained in the building.

Building floor plans.

Total floor area.

Proposed usable floor area.

Location, size, height, and lighting information of all proposed signs.

Proposed fences and walls, including typical cross-section and height above the ground on both sides.

Lot coverage calculations.

Architectural elevations of building facades and walls, drawn to a scale of one-quarter (¼) inch equals one (1) foot, or another scale approved by the city planner and adequate to determine compliance with the requirements of these regulations. Elevations of proposed buildings shall indicate type of building materials, roof design, dimensions of projections and architectural features, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers and related screening. The city planner may permit photographs in lieu of evaluations for existing buildings where minor or no change to the facade is proposed.

Any additional information required by the Site Plan Review Manual adopted by the Planning Commission.

## 5. Drainage and Utility Plans

Schematic layout of existing and proposed sanitary sewers connections; water mains, and water service leads; hydrants locations that service the site; and, the location and size or capacity of gas, electric, and telephone lines supply lines and building leads.

Location and size or capacity of exterior drains, catch basins, retention/detention areas, culverts and other facilities designed to collect store, or transport storm or waste water. The point of discharge for all drains and pipes must be specified on the site plan. Compliance with City discharge standards must be noted.

Indication of site grading, drainage patterns, and proposed contours.

Soil erosion and sedimentation control measures.

Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.

Listing of types and quantities of hazardous substances and polluting materials that will be used or stored on-site at the facility in quantities greater than twenty-five (25) gallons.

Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas.

Location of underground storage tanks.

Delineation of areas on the site that are known or suspected to be contaminated,

Any additional information required by the Site Plan Review Manual adopted by the Planning Commission.



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## 6. Information Concerning Residential Uses

The number, type and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.).

Density calculations by type of residential unit (dwelling units per acre).

Lot coverage calculations.

Floor plans of typical buildings with square feet of floor area.

Garage and carport locations and details, if proposed.

Details of the pedestrian circulation system.

Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads. The plan must indicate whether proposed roads are intended to be private or dedicated to the public.

Community building location, dimensions, floor plans, and architectural elevations, if applicable.

Swimming pool fencing detail, including height and type of fence, if applicable.

Location and size of recreation open areas.

Indication of type of recreation facilities proposed for recreation area.

Any additional information required by the Site Plan Review Manual adopted by the Planning Commission.

**PLEASE NOTE:** All plans must be stapled and folded to page size (approximately 9" x 12") in order to be accepted for processing. Multiple sheets must be stapled in order of the sheet numbering and folded to page size (9" x 12"). In addition, 1 digital or 11" x 17" copy of plans must be submitted.



# Special Land Use and Site Plan Review Application

## Special Land Use / Site Plan Review Process:

**PLEASE NOTE:** In most situations the first step is to successfully complete the City's commercial intake process which is a separate application review process. Please contact the Planning and Zoning Division before submitting an application if you have not completed this process.



### Planning and Zoning Division

1. The Planning and Zoning Division **strongly recommends** applicants contact staff before submitting a request.
2. Submit a Special Land Use/ Site Plan Review Application and the required documents to the Planning and Zoning Division by:  
**Email:** [cityplanning@dearborn.gov](mailto:cityplanning@dearborn.gov) OR  
**Mail:** Dearborn Administrative Center 16901 Michigan Avenue, Suite 15, Dearborn, MI 48126-2967  
 "Attn: Planning and Zoning Division" OR  
**Scheduled drop-off** at the Dearborn Administrative Center. (Please contact Planning and Zoning Division staff to schedule a time).
3. Planning and Zoning Division staff will send an email confirming the application materials were received and provide a copy of the Special Land Use / or Site Plan Review fee receipt.
4. Planning and Zoning Division staff will review the application materials and prepare a staff report evaluating the Special Land Use or site plan and make recommendations as appropriate. Planning and Zoning Division staff will contact the applicant or the architect if any additional documents are needed.

### Planning Commission Meeting

5. The Michigan Zoning Enabling Act (MZEA) requires all the Special Land Use or Site Plan Review are required to go in front of the Planning Commission for a public hearing. As required by the Act. Notifications will be sent to all properties within 300 of the subject property. These notifications will include the time, date, and place of the public hearing as well as a description of the Special Land Use / or Site Plan Review request. The Planning Commission shall then make a determination about the Special Land Use or Site Plan Review based on the requirements and standards of the Zoning Ordinance. The Planning Commission may approve, approve with conditions, or deny a Special Land Use or Site Plan Review request. The Planning Commission meetings are held monthly and due to the notification requirements outlined in the Act there are application deadlines.



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6. After a complete application has been submitted the item will be placed on the next Planning Commission Agenda. The Planning Commission 2025 meeting schedule and application deadlines are as follows:

Planning Commission 2025 Meeting Schedule	Application Deadlines
Monday, January 13	Friday, December 18, 2024
Monday, February 10	Friday, January 17, 2025
Monday, March 10	Friday, February 14
Monday, April 7	Friday, March 14
Monday, May 12	Friday, April 18
Monday, June 9	Friday, May 16
Monday, July 7	Friday, June 13
Monday, August 11	Friday, July 18
Monday, September 8	Friday, August 15
Monday, October 13	Friday, September 19
Monday, November 10	Friday, October 17
Monday, December 8	Friday, November 14

7. In addition to the Site Plan Review Standards in Section 32.06 (D), the Planning Commission shall consider whether the proposed special land use/or site plan meets the following standards, as outlined in the Section 32.03 (C) and listed below:

- Standard #1: Compatibility with adjacent uses.
- Standard #2: Compatibility with the Master Plan.
- Standard #3: Compliance with applicable regulations.
- Standard #4: Use of adjacent property.
- Standard #5: Public services.
- Standard #6: Impact of traffic.
- Standard #7: Enhancement of surrounding environment.
- Standard #8: Impact on public health, safety, and welfare.
- Standard #9: Isolation of existing uses.
- Standard #10: Need for the proposed use.





# Special Land Use and Site Plan Review Application

**8. Planning Commission Determination:** The Planning Commission may approve, approve with conditions, or deny a Special Land Use request as follows:

Approval:

*Upon determination by the Planning Commission that the final plan for Special Land Use is in compliance with the standards and requirements of this Ordinance and other applicable ordinances and laws, approval shall be granted.*

Approval with conditions:

*The Planning Commission may impose reasonable conditions with the approval of a Special Land Use proposal, to the extent authorized by law. Conditions imposed shall meet all of the following requirements:*

- *Conditions shall be designed to protect natural resources, the health, safety, and welfare and the social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.*
- *Conditions shall be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity.*
- *Conditions shall be necessary to meet the intent and purpose of the Zoning Ordinance, related to the standards established in the ordinance for the land use or activity under consideration, and necessary to insure compliance with those standard*

Table:

*The Planning Commission may table the Special Land Use / Site Plan Review. The Plan Commission or City Planner may require the applicant to revise the plans or supply additional information. The applicant shall submit any requested information or revised plans for review prior to formal action being taken. If a traffic study is requested, it shall be prepared by the City's traffic consultant, at the applicant's expense. All review fees must be paid prior to any review. It shall be the applicant's responsibility to consult with City staff and consultants during this revision process. Action on the site plan shall remain tabled until the next regular plan commission meeting following review of a substantially complete plan at a commission workshop.*

Denial:

*Upon determination by the Planning Commission that a Special Land Use proposal does not comply with the standards and regulations set forth in this ordinance, or otherwise would be injurious to the public health, safety, welfare, and orderly development of the City, the Special Land Use proposal shall be denied. Any appeal to a decision of the Planning Commission must be taken to the Wayne County Circuit Court.*

9. Planning and Zoning Division Staff will send the applicant written notification of the Planning Commission decision including any conditions of approval.
10. Other boards or special appeals may also be required.

## Approval Expiration

If construction has not commenced within twenty-four (24) months of final approval, the approval becomes null and void and a new application for Special Use shall be required. Upon written request from the applicant, a twelve-month extension may be granted by the plan commission, if the plan commission finds that the approved Special Use Application and site plan adequately represent current conditions on and surrounding the site. The written request for extension must be received prior to the site plan expiration date or a new application for Special Use review will be required (Section 32.03B(14)).