

# GUIDE TO SPECIAL LAND USE & SITE PLAN REVIEW BY THE PLANNING COMMISSION



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This document is designed to assist individuals applying for the Special Land Use process or Site Plan Review that is subject to the Planning Commission's review. The following steps outline the Special Land Use/Site Plan Review process.

In most situations the first step is to successfully complete the City's commercial intake process which is a separate application and review process. Please contact the Planning and Zoning Division at [CityPlanning@Dearborn.Gov](mailto:CityPlanning@Dearborn.Gov) before submitting an application if you have not completed this process.

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## SUBMIT APPLICATION TO THE PLANNING & ZONING DIVISION

The required application documents are:

1. \$1,200 Special Land Use or \$1,000 Site Plan Review fee
2. Site and Building plans that satisfies the requirements outlined in the Zoning Ordinance [Section 32.02\(D\)](#) "General Plan Requirements".
3. Project Narrative: a written description of the nature of the proposed use(s), 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, any joint use agreements, and other relevant information.
4. A survey or plat map must satisfy the requirements outlined in the Zoning Ordinance [Section 32.02\(D\)](#) "General Plan Requirements".
5. Proof of Property Ownership and that all taxes & municipal bills are paid.
6. Special Land Use & Site Plan Review Affidavit signed by the property owner and/or applicant.

Planning & Zoning staff will contact you if they require additional information and will schedule the request for the next available Planning Commission meeting.

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## PLANNING COMMISSION (Makes final determination)

- The Michigan Zoning Enabling Act (MZEA) requires all Special Land Use requests or Site Plan Reviews 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 feet 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 may Approve, Approve with Conditions, Table, or Deny the request.
- The Planning Commission meets monthly (see page 2 of this document for the scheduled meeting dates and application deadlines).

Note: the applicant and/or designer must be in attendance for the Planning Commission meeting.

## APPROVAL EXPIRATION

If construction has not commenced within 24 months of final approval, the approval becomes null and void and a new application shall be required. Upon written request by the applicant, a 12 month extension may be granted if the plan commission finds that the approved Special Land 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 Land Use approval shall be required ([Section 32.03 B14](#)).

Note: Major and minor modifications of an approved site plan are subject to the requirements in [Section 32.02 C8](#).

## OTHER BOARDS OR SPECIAL APPROVAL

Please note that approval from other Public Boards, such as the Zoning Board of Appeals for any variances, **may** be required.

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The Planning Commission 2026 meeting schedule and application deadlines are as follows:

Planning Commission 2026 Meeting Schedule	Application Deadlines
Monday, January 26	Friday, December 19, 2025
Monday, February 9	Friday, January 16, 2026
Monday, March 9	Friday, February 13
Monday, April 13	Friday, March 20
Monday, May 11	Friday, April 17
Monday, June 8	Friday, May 15
Monday, July 13	Friday, June 18
Monday, August 10	Friday, July 17
Monday, September 14	Friday, August 21
Monday, October 12	Friday, September 18
Monday, November 9	Friday, October 23
Monday, December 7	Friday, November 13

## Site Plan Review Standards

The Planning Commission shall consider whether the proposed site plan meets the following standards, as outlined in [Section 32.02 \(E\)](#) and listed below:

1. Adequacy of Information.
2. Site Design Characteristics.
3. Appearance.
4. Compliance with District Requirements.
5. Privacy.
6. Emergency Vehicle Access.
7. Ingress & Egress.
8. Pedestrian Circulation.
9. Vehicular & Pedestrian Circulation Layout.
10. Drainage.
11. Soil Erosion & Sedimentation.
12. Exterior Lighting.
13. Public Services.
14. Screening.
15. Danger from Hazards.
16. Health & Safety Concerns.
17. Sequence of Development.
18. Relationship to Adjacent Sites.

## Special Land Use Review Standards

In addition to the Site Plan Review Standards listed above and in [Section 32.02 \(E\)](#), the Planning Commission shall also consider whether a proposed Special Land Use meets the standards outlined in [Section 32.03 \(C\)](#) and listed below:

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