

SPECIAL LAND USE PROCESS



APPLICATION



- Applicant submits the **Special Land Use Permit Application** along with required fees and escrow deposit.
- The application must include a complete site plan showing **engineering details, landscaping, lighting, and façade improvements**, if applicable.
- A written statement must be provided explaining how the project meets the standards of **Chapter 15 (General Land Use Standards)** and any specific requirements for the proposed use.
- Staff (Building Official or Zoning Administrator/Planner) reviews the submission for completeness and contacts the applicant if additional information is needed.

NOTICE



- Once the application is deemed complete, staff will:
 - Prepare and send **public hearing notices** to property owners within 300 feet of the subject site.
 - Publish notice in the Commercial Record or another newspaper of general circulation **at least 15 days prior** to the hearing date.

ENGINEERING REVIEW



- The Township Planner forwards the application to the **Township Engineer** for review.
- The Engineer checks for compliance with all applicable codes and coordinates with other agencies as needed.
- If issues are identified, the applicant will be contacted to make revisions or provide clarification.
- The Engineer provides a written report, which is included in the **Planning Commission packet**.

FIRE DISTRICT REVIEW



- The **applicant** submits the required plans and documents to the **Saugatuck Township Fire District** (contact the Fire District for details).
- The Fire District reviews the proposal for compliance with the **International Fire Code**.
- The **applicant** is responsible for paying all review fees.
- The Fire District may request clarification or revisions and will provide a written report to the Planner for inclusion in the Planning Commission materials.

PERMIT ISSUANCE



- Once all review comments are addressed and approvals obtained from the Fire District and Building Official, the final site plan is signed off.
- If applicable, **trades permits** (electrical, plumbing, mechanical) must be applied for and fees paid.

INSPECTIONS



- The contractor or applicant must schedule all required inspections with the **Building Inspector** and **Fire District**.
- Inspections are conducted as required throughout construction.
- A **Certificate of Occupancy** will be issued upon request once all required inspections are approved and all fees are paid.
- If any inspection fails, the contractor/applicant must correct the issue and schedule a re-inspection.