Special Use Permits Review Process Flowchart

Completed Special Use Permits Application are submitted to the Zoning Administrator *21 days prior* to Planning Commission Meeting. Zoning Administrator shall review for completion.
9 copies of site plan, fee and other pertinent information are due at this time.

Plans are Distributed to the Site Plan Review Committee, and Other Necessary Agencies, if necessary, for Review.

Written Reviews are provided to Village within 5 days from distribution and a copy of all comments and reviews are sent to applicant & Planning Commission Board members.

Schedule Public Hearing – 15 days prior to Hearing, Zoning Administrator shall give notice in newspaper of general circulation. Notice must also be mailed 15 days prior to Hearing, to property owners within 300 feet of the property in question, including Township Planning Commission if applicable.

After the Public Hearing, the Planning Commission reviews all information and either approves, approves with conditions or disapproves the application.

Are Significant Revisions Necessary?

Yes

Appeal by application and fee to Zoning Administrator to take before the Zoning Board of Appeals.

No – 3 copies of approved site plan will be certified by signatures of Chairman of Planning Commission, Zoning Administrator and the developer.

Proceed To Engineering Review or Tuscola County Building for Building Permits Once Any Planning Commission Contingencies of Approval Have Been Met.

Contact the Village at 989-871-2702

Applicant to provide Feedback
(Hard copy or Online)

Planning Commission will place feedback survey on the next agenda and review any issues or problems the applicant had. Discuss and change policies accordingly.