

Special Use Permit Application

A special use permit application is required for uses defined as a special use in the relevant zoning district. For more information on special use permit regulations, see Chapter VI of the City of Auburn Zoning Ordinance.

Along with this application, applicants must submit:

- A completed site plan application and associated fees. During review the planning commission will review the site plan against ordinance standards first, and then make a determination regarding the special use permit.
 - The city administrator may waive the requirement for a site plan for bed and breakfasts and outdoor assembly uses.
- A \$400 non-refundable application fee.

Special Use Permit Applications must be submitted at least 20 days before the Planning Commission at which it is to be reviewed. Please note that the site plan application must be submitted at least 30 days prior to the Planning Commission meeting.

All Special Use Permits require a public hearing before the planning commission along with a newspaper notice and notice mailed to properties within 300' of the proposed site.

Applicant/Developer Information

Name: _____

Address: _____

Phone Number: _____ Email: _____

Property Owner Information (If Different)

Name: _____

Address: _____

Phone Number: _____ Email: _____

Architect/Engineer Preparing Site Plan

Name: _____

Address: _____

Phone Number: _____ Email: _____

Project Information

Property Address: _____

Parcel ID (Tax ID Number): _____ Current Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

Description of the Work Proposed: _____

The undersigned do hereby make an application to the City of Auburn Planning Commission for a Special Use Permit.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

**COMPLETED APPLICATIONS MUST BE RETURNED TO:
AUBURN CITY HALL 113 E. ELM ST. AUBURN, MI 48611
HOURS: 8:30AM TO 4:30PM, MONDAY – THURSDAY**

**FOR QUESTIONS CONTACT JASON BALL WITH ROWE PROFESSIONAL SERVICES
COMPANY AT 810-341-7500 OR JBALL@ROWEPC.COM**