## **Special Land Use Permit Review Process**

## Village of Blissfield

Step

Pre-application meeting

Sten 2

Applicant submits full site plan application package along with an official special land use permit application (Timeline: Day 1)

Step 3

Following staff's review of site plan application, staff contacts applicant and informs them of any needed revisions (Timeline: Between Day 7 and Day 14)

Step 4

Applicant submits revised plan/additional information (Timeline: dependent upon applicant)

Step 5

Preliminary Review conducted by the Planning Commission. (Timeline: 1 month)

Step 6

After Preliminary Review of site plan and special land use permit application, the Planning Commission shall hold a public hearing on the site plan and special land use permit application (Timeline: 1 month)

Step 7

Upon holding a public hearing and finding the requirement of both section 13.07 (site plan) and section 2.16.1316 (2) – section 2.16.1316 (5) of the ordinance have been met, the Planning Commission shall, within 30 days, approve, disapprove or approve with conditions, the special land use permit proposal (Timeline: 1 month from Public Hearing))

## Notes:

- Timelines noted are approximate and depend upon response time of the applicant, application submission data and whether plan revisions are needed
- Planning Commission meets first Monday of each month at 7pm
- Completed site plan application must be received at least 10 days prior to Planning Commission meeting
- Approved site plans are valid for one year. Upon written application filed prior to the termination of the one-year review period, the Zoning Administrator may authorize a single extension of the time limit for a further period of not more than one year.

## Village Hall

Located at 130 S. Lane St.

Business Hours: 8am-6pm Monday-Thursday

For questions please contact: Zoning Administrator 517-486-4347 Receptionist@blissfieldmichigan.gov

