



# SPECIAL LAND USE PROCESS

Uses identified as special condition uses are recognized as possessing characteristics of such unique and special nature that they necessitate individual standards and conditions in order to safe guard the general health, safety and welfare of the community. These uses and affiliated conditions are described in the Durand Zoning Ordinance.

## STEP 1

- Submit a Special Land Use Permit application with accompanying fees to the Building and Zoning Administrator. A member of staff will contact you if any additional information is needed to process your request.
- Note: Site plans related to Special Condition Use petitions may be reviewed concurrently, with approvals contingent on each other.
- Estimated time: One (1) to five (5) business day

## STEP 2

- Upon receipt of a completed application the Planning Commission shall schedule a public hearing. Notice of such hearing must be published not less than fifteen (15) days prior to the public hearing per Section 125.3103 of the Zoning Enabling Act.
- Note: Regular Planning Commission meetings are held the first Tuesday of every month. A special meeting can be held for an additional fee to accelerate the timeline for approval consideration.
- Estimated time: Fifteen (15) to seventeen (17) business days

## STEP 3

- Planning Commission will meet to determine if the use meets the standards and conditions outlined in the Durand Zoning Ordinance and/or is consistent with the vision of the Durand Master Plan. The Commission may recommend, recommend conditionally, or not recommend the petition for approval by the Durand City Council.
- Estimated time: One (1) business days

## STEP 4

- The petition, if recommended, will be placed on the next regular City Council meeting agenda. City Council will vote to formally approve the special condition use. Four of seven council members must vote in the affirmative to approve the special use.
- Note: Regular City Council meetings are held the first Monday of every month. A special meeting can be held for an additional fee to accelerate the timeline for approval consideration.
- Estimated time: Five (5) to Twenty-Five (25) business days

TOTAL ESTIMATED TIME FRAME: Twenty-one (21) to forty-eight (48) days depending on time of submission and timeliness of applicant on follow up requests.

For questions please contact Building and Zoning Administrator, Marty Johnson, [mjohnson@durandmi.com](mailto:mjohnson@durandmi.com).