

**CITY OF LUDINGTON**  
**Department of Building & Zoning**  
**400 S Harrison, Ludington, MI 49431**  
**Phone: (231) 843-2956 FAX: (231) 845-1146**



**APPLICATION FOR PLANNING COMMISSION PUBLIC HEARING:**  
**FEE: \$500.00**

Meeting Date: \_\_\_\_\_

- \_\_\_\_\_ Special Land Use
- \_\_\_\_\_ Expansion of a Non-Conformance
- \_\_\_\_\_ Rezoning
- \_\_\_\_\_ Text Change
- \_\_\_\_\_ PUD
- \_\_\_\_\_ Other: \_\_\_\_\_

Address: \_\_\_\_\_

or

Area Description: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Phone No. \_\_\_\_\_

REASONS FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ZONING ADMINISTRATOR'S COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator's Signature

Date: \_\_\_\_\_

Legal Description of parcel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
Adjacent Zoning: \_\_\_\_\_  
Adjacent Land Uses: \_\_\_\_\_  
\_\_\_\_\_

PROPOSED DEVELOPMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION MUST BE FILED WITH THE BUILDING DEPARTMENT AT LEAST EIGHTEEN DAYS BEFORE MEETING DATE SO ALL PROPER NOTIFICATIONS CAN BE MADE OF PUBLIC HEARING.**

NOTE: (*for Special Land Use Requests*) ALL APPLICANTS ARE REQUIRED TO SHOW IN WRITING HOW THE STANDARDS LISTED BELOW WILL RELATE TO THEIR PROJECT.

Section 15.06 Standards. No Special Land Use shall be approved by the Planning Commission unless the commission finds:

1. The *Establishment*, maintenance, or operation of the *Special Land Use* will not be detrimental to or endanger the public health, safety, or general welfare and shall be in compliance with all local Ordinances and codes and state and federal law and regulations.
2. The *Special Land Use* will be designed, constructed, operated, and maintained so as to be safe, harmonious, and appropriate to the existing and intended character of the general vicinity. It will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor shall it substantially diminish and impair property values in the neighborhood. The Planning Commission may also require upgrades or alterations to the proposal in order to ensure compatibility with the surroundings.
3. The *Establishment* of the *Special Land Use* will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage, and necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.
6. The *Special Land Use* will be consistent with the goals, objectives, and future land use plan described in the City of Ludington Master Plan.
7. The *Special Land Use* will be a substantial improvement to property in the general vicinity and

an economic, cultural, or environmental asset to the community as a whole.

8. The Special Land Use will not create excessive additional requirements at public cost for public facilities and services. The Planning Commission may require upgrades to public services or infrastructure directly related to the proposal, at the applicant's expense, or may place conditions on an approval that mitigate the impact of the use (or the construction of the use) on public services and infrastructure.
9. The *Special Land Use* shall, in all other respects, conform to the applicable regulations of the district in which it is located and to any additional conditions or procedures as specified in [Article 7](#) or elsewhere in the UDO.

### **REQUIREMENTS: \$500.00 Public Hearing Application Fee**

Application Procedure. Requests for formal *Site Plan Review/Special Land Use* shall be made by filing with the Zoning Administrator the following:

1. The application shall be accompanied by a fee to be established by resolution of the City Council to cover the cost of processing the review.
2. Six (6) copies of the completed application form to contain, as a minimum the following:
  - (a) Name and address of the applicant.
  - (b) Legal description of the subject parcel of land.
  - (c) Area of the subject parcel of land stated in acres, or if less than one acre, in square feet.
  - (d) Present zoning classification of the subject parcel.
  - (e) A general description of the proposed development.
3. Six (6) physical copies of the proposed site plan, and one electronic copy, shall be filed with the application and shall meet the following standards:
  - (a) The plan shall be drawn to a scale of not greater than 1 inch equals 20 feet (1" = 20') for a development of not more than three (< 3) acres and a scale of not less than 1 inch equals 100 feet (1" = 100') for a development in excess of three (> 3) acres.
  - (b) The plan shall show an appropriate descriptive legend, north arrow, scale, date of preparation, and name and address of the individual or firm preparing the same.
  - (c) The property shall be identified by *Lot Lines* and general location together with dimensions, angles, and size correlated with the legal description of the property.
  - (d) The topography of the site with at least two-foot contour intervals and all natural features such as wood lots, streams, rivers, lakes, wetlands, unstable soils, and similar features shall be shown.
  - (e) Existing man-made features upon the site and within 100 feet of the site shall be indicated.
  - (f) The location, proposed finish floor and *Grade line Elevations*, size of proposed main and accessory *Buildings*, the relationship of *Buildings* to one another and to any existing structures on the site, the height of all *Buildings* and square footage of floor space therein shall be indicated. Site plans for multi-family residential development shall also include a density schedule showing the number of dwelling units per acre, including a dwelling schedule showing the unit type and number of each such unit.

- (g) All proposed and existing streets, driveways, sidewalks, and other vehicle or pedestrian circulation features upon and adjacent to the site shall be shown, together with the location, size, and number of parking spaces in *Off-Street Parking* areas, service lanes thereto, and service parking and delivery or loading areas.
- (h) The location, use, and size of open spaces together with *Landscaping, Screening, Fences,* walls, and proposed alterations of topography or other natural features shall be indicated.
- (i) The proposed operations on the site shall be described in sufficient detail to indicate the effect, if any, upon adjoining lands and their occupants, together with any special features which are proposed to relieve any adverse effects to adjoining lands and their occupants. Any potential demands for future community services will also be described, together with any special features which will assist in satisfying such demands.
- (j) Any earth-change plans required by state law shall also be submitted with the application.
- (k) On-site lighting, surface water drainage for the site, and proposed sanitary sewage disposal and water supply shall be included in the plans.
- (l) Such other information as may be determined to be necessary by the *Site Plan Review* Committee because of any peculiar features of the proposed development, including, but not limited to, noise, fire hazard, subsidence, vibration, and impact on sensitive natural features. Additional information necessary to ensure compliance with the provisions of this Ordinance.
- (m) Any specific conditions imposed on the property by the Community Development Department, *Planning Commission,* or City Council that will be applicable to the requirements for *Site Plan Review/Special Land Use.*

NOTE: (for Special Land Use Requests) ALL APPLICANTS ARE REQUIRED TO SHOW IN WRITING HOW THE STANDARDS LISTED BELOW WILL RELATE TO THEIR PROJECT.

Section 15.06 Standards. No Special Land Use shall be approved by the Planning Commission unless the commission finds:

(1) That the establishment, maintenance, or operation of the special land use will not be detrimental to or endanger the public health, safety, or general welfare and shall be in compliance with all local Ordinances and codes and state and federal law and regulation.

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(2) The Special Land Use will be designed, constructed, operated, and maintained so as to be safe, harmonious, and appropriate to the existing and intended character of the general vicinity. It will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor shall it substantially diminish and impair property values in the neighborhood. The Planning Commission may also require upgrades or alterations to the proposal in order to ensure compatibility with the surroundings.

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(3) That the establishment of the special land use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

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(4) That adequate utilities, access roads, drainage, and necessary facilities have been or are being provided.

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(5) That adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.

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(6) The *Special Land Use* will be consistent with the goals, objectives, and future land use plan described in the City of Ludington Master Plan.

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(7) The Special Land Use will be a substantial improvement to property in the general vicinity and an economic, cultural, or environmental asset to the community as a whole.

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(8) The Special Land Use will not create excessive additional requirements at public cost for public facilities and services. The Planning Commission may require upgrades to public services or infrastructure directly related to the proposal, at the applicant's expense, or may place conditions on an approval that mitigate the impact of the use (or the construction of the use) on public services and infrastructure.

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(9) The *Special Land Use* shall, in all other respects, conform to the applicable regulations of the district in which it is located and to any additional conditions or procedures as specified in [Article 7](#) or elsewhere in the UDO.

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