

# SPECIAL LAND USE APPLICATION

City of Marshall

Fee \$250.00

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§156.340 of the Marshall City Zoning Ordinance gives citizens the opportunity to file for a Special Land Use Permit when it is required by zoning district.

## Process

- Application, fee, and all required materials are submitted by due date. Once found to be complete, the application is placed on the Planning Commission agenda for acceptance.
- **Planning Commission meeting #1:** At this meeting, a public hearing is scheduled for the following month.
- Neighbors within 300 feet of the property seeking special land use are notified of the public hearing.
- **Planning Commission meeting #2:** Public hearing is held and discussion takes place. A recommendation on the application is given for City Council.
- **City Council meeting:** Item is placed on the agenda, a staff report and Planning Commission comments are offered for review and City Council grants final approval, disapproval, or approval with conditions.

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Address of subject property \_\_\_\_\_

Applicant's name \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Explain need for a Special Land Use permit at the subject property (attach more if necessary):

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

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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The following items **MUST** be submitted for the application to be complete:

- A plot plan showing property boundaries and legal description
- Existing structures, uses and zoning on subject and adjacent properties
- Location of all abutting streets, easements, and similar public areas
- Proposed business plan (if applicable) including hours, signs, parking, etc.

## PLANNING COMMISSION 2010 SUBMISSION DEADLINES

*Application & Plans must be  
received by:*

*For the Planning Commission  
meeting date:*

<b>December 23, 2009</b>	<b>January 13, 2010</b>
<b>January 20, 2010</b>	<b>February 10, 2010</b>
<b>February 17, 2010</b>	<b>March 10, 2010</b>
<b>March 24, 2010</b>	<b>April 14, 2010</b>
<b>April 21, 2010</b>	<b>May 12, 2010</b>
<b>May 19, 2010</b>	<b>June 9, 2010</b>
<b>June 23, 2010</b>	<b>July 14, 2010</b>
<b>July 21, 2010</b>	<b>August 11, 2010</b>
<b>August 18, 2010</b>	<b>September 8, 2010</b>
<b>September 22, 2010</b>	<b>October 13, 2010</b>
<b>October 20, 2010</b>	<b>November 10, 2010</b>
<b>November 17, 2010</b>	<b>December 8, 2010</b>