

SPECIAL LAND USE APPLICATION

City of Marshall
Fee \$600.00

Section 6.2 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.

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** _____

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 compliance plan (if applicable) including hours, signs, parking, etc.