



Special Use

§122-161

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please call the Building Department.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Building

3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/building

Planning

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hdc

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

When a property owner wants to use land in a way that is not permitted by right in their zoning district, but is listed as something the Planning Commission can approve as a special use, the owner must apply for a Special Use Permit.

Special uses are permitted only if they meet a list of criteria provided in section 122-165(b) of the Zoning Ordinance. That list includes, but is not limited to:

- The use conforms to the site plan review standards;
- The use is consistent with specific development standards for the use;
- The use conforms with the spirit and intent of this chapter and the Master Plan;
- The use promotes the use of land in a socially and economically sustainable manner and is not detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property or public welfare;
- The special use is designed, constructed, operated and maintained to assure long-term compatibility with surrounding land uses;
- The special land use does not adversely impact the transportation system;

Applying for Special Use

If you wish to petition for special land use for a property you hold an interest in, you begin the process by submitting the attached application. You are required to submit a site plan or sketch plan with the special use application. Consult with Planning Staff to determine which level of plans you need to submit.

Review Process and Timeline

Once your application is received, staff will schedule a public hearing. If your application is complete and received by 4:00 p.m. on the third Wednesday of the month, it will be heard in front of Planning Commission at their regular meeting at 7:00 p.m. on the third Wednesday of the following month. During the intervening time, staff will review the application; notify neighbors within 300' by first-class mail; and place a notice in the Washtenaw Legal News.

At their meeting, Planning Commission will hold a public hearing, where the public is invited to address them about the proposed special land use. They also hear a staff report about the proposal's conformance to the ordinance and invite the applicant to speak. With the information they gather at this meeting, they make a decision to approve, approve with conditions, or deny.

A Special Use Permit will expire unless a building permit has been issued within 6 months of the date of approval, and unless construction has begun within two years of the date of approval.

Once a special use is established, the special use will run with the land unless the use is clearly temporary or time-related in nature. Special Use Permits may be revoked by the Planning Commission in accordance with Section 122-170.



**City of Ypsilanti
Planning & Development Department**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

**Non-refundable
Planning Fee:**
\$300 special use
PLUS plan review fees-
consult with staff

Engineering Fee:
If required: \$500;
additional fees may also
be required

SPECIAL USE PERMIT APPLICATION

MUST BE SUBMITTED WITH SITE PLAN OR SKETCH PLAN APPLICATION

Applicant*

Name

Property

Name of project

Current use:

Proposed use :

Rationale for request:

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Signature:

Date:

Print Name: