

SPECIAL USE PERMIT APPLICATION

CITY OF OWOSSO
 301 W MAIN STREET OWOSSO, MI 48867
 989-725-0535
building@ci.owosso.mi.us

- **Special use permits – see City of Owosso Zoning Ordinance Chapter 38 – Article XIX for a complete description of the special use permit process.**
- **Application must be filed at least 25 days prior to a scheduled Planning Commission meeting for staff review and proper notices (see last page for submittal deadlines)**
- **This application is submitted with one (1) copy of the site plan and appropriate fees**
- **Applicant shall also submit a digital version of the site plan**
- **Narrative detailing why your proposal meets the “Basis for Determination” requirements listed in Sec. 38-453 of the City Zoning Ordinance**
- **The Applicant must be present at both the Planning Commission and City Council meetings for action to be taken on the request**
- **The Planning Commission or the Applicant may request a public hearing per Sec. 38-452 of the City Zoning Ordinance**

Property Details:		
Property Street Address:		
Legal Description of Property:		
Site Area (in acres):	Parcel ID #:	Zoning:
Ownership:		
Name:		
Address:		
Telephone No:	Email:	
Applicant:		
Applicant (If different from owner above):		
Address:		
Telephone No:	Email address:	
Interest in Property (potential buyer/lease holder/potential lessee/other):		
Architect/Surveyor/Engineer preparing site plan:		
Name:		
Address:		
Telephone No:	Email:	
Requesting a Special Use Permit for the following:		
Present use of the property:		

The above information on this application and attached documents is accurate and truthful to the best of our knowledge.	
SIGNATURE OF APPLICANT	
Date:	
SIGNATURE OF PROPERTY OWNER (if different from Applicant)	
Date:	
Fee Schedule	
Special Use Permit	\$400 plus \$6/acre
Consultant Escrow Fee	\$1,500
❖ A cash deposit of \$1,500 shall be placed with the City of Owosso	
❖ The City will let the applicants know when additional funds are needed (typically when about 25% is remaining)	
❖ Should there be funds remaining in the account after completion of the project, the balance will be returned	

FOR OFFICIAL USE ONLY

Case #	Planning Commission Hearing Date
Receipt #	Action Taken
Date Filed	City Council Hearing Date
Description Checked	Action Taken

Any permit issued from this application shall not be transferable prior to completion of construction

2022 Meeting Date	Submittal Deadline
January 24	December 29
February 28	January 31
March 28	February 28
April 25	March 31
May 23	April 29
June 27	May 31
July 25	June 30
August 22	July 29
September 26	August 31
October 24	September 30
November 28	October 31
December 12	November 21