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## SPECIAL LAND USE APPLICATION

All Special Land Use (SLU) Applications **MUST** be accompanied by either a Site Plan Review Application or a Zoning Permit Application and all materials required under those applications. Special Land Uses are land uses or structures that because of their unique characteristics require special consideration in relation to the welfare of adjacent properties and the community as a whole. The land uses that would require Special Land Use Approval can be seen starting at Sec. 40-176 et seq. of the City's zoning ordinance. The City's Special Land Use ordinance can be seen starting at Sec. 40-570 et seq. All marihuana businesses are considered special land uses.

Sec. 40-48 requires that all SLU applications be reviewed and approved of by the Planning Commission.

- Submit SLU application and Site Plan Application or Zoning Application to City Hall along with all supporting materials and fees
- All SLU applications that are for new builds or that increase the amount of required parking shall submit a full Site Plan Application.
- SLU applications that only propose occupying existing buildings with no increase in required parking may submit the Zoning Application in place of the Site Plan Application. The City's parking requirements ordinance can be seen at [Sec. 40-514](#)
- All SLU application site plan applications or zoning applications must address the City's landscaping ordinance, lighting ordinance and dumpster enclosure ordinance
- All SLU must undergo public notice requirements which requires a 3-4 week cutoff time for Planning Commission meetings. Hence all materials absolutely must be submitted to City Hall by the cutoff time to be heard at the next planning commission meeting, no exceptions. Contact the City Clerk for the cutoff date and time for each planning commission meeting.
- SLU submitted to City Hall are forwarded to the planning commission and zoning administrator for review. Most SLU are also submitted to the city planner, city engineer and/or city attorney for review as well. The city planner, city engineer and/or city attorney's review of submitted materials are paid for by the SLU applicant and paid for out of the applicant's escrow.
- All SLU's are subject to the City's Escrow Policy. SLU submitted without escrow are considered incomplete and will not be scheduled for review or approval. Contact the Finance Director to arrange for escrow.
- The Planning Commission shall review this application to determine whether the proposed property use meets the SLU standards including harmony with the existing or intended character of the vicinity, adequate service by public utilities and services, not create excessive new public costs, not be detrimental to general welfare by way of traffic, noise, smoke, fumes, glare or odors and be consistent with zoning district.
- All SLU require that a public hearing be held in front of the planning commission and that property owners located within 300 feet of the proposed use be notified by mail and legal notice in the Cedar Springs Post newspaper at least 15 days prior to the hearing date.
- Following the public hearing, the planning commission may approve, deny or approve with stipulated additional conditions and safeguards deemed necessary for the general welfare, protection of property rights and for ensuring the intent and objectives of the zoning ordinance are observed.

Applicants are asked to complete the Special Land Use Application in its entirety and then bring or mail this completed application, all other required documents and appropriate payment to City Hall at 66 S. Main St. P.O. Box 310, Cedar Springs, MI 49319.

**The fees associated with a Special Land Use Application are as follows:**

**Special Land Use Application**

**\$200+all consultant fees**



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## Special Land Use Application

Applicant: \_\_\_\_\_

Is Applicant owner of the property?  Yes  No  Phone Number: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

Parcel Number: 41-\_\_\_\_\_ Zoning District: \_\_\_\_\_

Proposed Change or Use (*i.e. changing from current use to new use*):

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If applicant is proposing a new use of property, the applicant must provide a narrative description of the proposed new use and identify if the property is a Permitted, Special Land Use or Not Allowed ([Table of Uses](#) in the City Ordinances) in the property's zoning district.

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

**BY SIGNING THIS FORM I ACKNOWLEDGE THAT THE INFORMATION CONTAINED  
HEREIN AND WITH THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF  
MY KNOWLEDGE. I AGREE TO PAY THE ADMINISTRATIVE FEE AND ALL SPECIAL  
LAND USE REVIEW COSTS TO INCLUDE ENGINEERING, PLANNING & LEGAL  
REVIEWS INCURRED BY THE CITY OF CEDAR SPRINGS. ALL MATERIALS  
SUBMITTED AS PART OF THIS APPLICATION SHALL BE INCORPORATED INTO  
THE SITE PLAN OR ZONING APPLICATION SO THAT A VIOLATION OF THIS  
APPLICATION IS ALSO A VIOLATION OF THE SITE PLAN OR ZONING APPLICATION**

Special Land Use Application

\$200+all consultant fees

Office Use

# Special Land Use Application

**Applicants must submit answers, explanations or written plans on their letterhead for how applicant intends to manage each of the following questions or concerns regarding their new proposed use of the property. Each answer shall be properly labeled or titled to correspond with each question being answered and if necessary, applicant shall include a table of contents indicating on which page each question is answered.**

1. How will your proposed use of the property be designed, constructed, operated and maintained to be harmonious and appropriate in appearance with the existing and intended character of the vicinity?
2. How will the new use fit with the essential character of the area in which it is proposed (*describe how your proposed use of property will match with the existing uses of surround properties*)?
3. Please explain how this property will be adequately served by:
  - a. Highways and roads?
  - b. Police and Fire protection?
  - c. Stormwater drainage and refuse disposal?
  - d. Water and sewage operations?
4. Please explain how the new use of the property will avoid creating:
  - a. Excessive vehicular traffic?
  - b. Noise?
  - c. Smoke or fumes?
  - d. Excessive glare or other dangerous or distracting light?
  - e. Odors?
5. How will your proposed use of the property be consistent with the intent and purpose of the zoning district (*see zoning district purposes starting at Sec. 40-176 in the Table of Uses*)?
6. All proposed marihuana businesses must answer the following additional questions:
  - a. Will this proposed use share a parcel with any residential use?
  - b. Will this proposed use share a property line with any single-family residential use?
  - c. Will this proposed use be located within 1000 feet of an existing public or private K-12 school?
  - d. How will this proposed use be designed to prevent smoke, odor, debris, dust, fluids and other marihuana related substances from exiting the property?
  - e. Will the marihuana establishment maintain negative air pressure inside the building at all times?
7. Proposed marihuana businesses must also answer the following questions as applicable to the type of business they are seeking to open:
  - a. Excess Grower:
    - i. Is the proposed property within 500 feet of any R-1, R-2, R-3 or MU zoned parcel?
    - ii. If located in the HC zoning district, will the excess grower be co-located with a retailer?
    - iii. If located in the HC zoning district, how many square feet of floor space will the excess grower and all other co-located marihuana establishments (licenses) on the same parcel operate under, all floor space combined?
    - iv. If located in either the HC or I-1 zoning districts, please identify and indicate the number of all other proposed marihuana establishments (licenses) that you intend to co-locate the excess grower with?
  - b. Growers of any Class
    - i. Is the proposed property within 500 feet of any R-1, R-2, R-3 or MU zoned parcel?
    - ii. If located in the HC zoning district, will the grower be co-located with a retailer?
    - iii. If located in the HC zoning district, how many square feet of floor space will the grower and all other co-located marihuana establishments (licenses) on the same parcel operate

- under, all floor space combined?
- iv. If located in either the HC or I-1 zoning districts, please identify and indicate the number of all other proposed marihuana establishments (licenses) that you intend to co-locate the grower with?
- c. Microbusiness
    - i. If located in the I-1 zoning district, is the proposed property within 500 feet of an R-1, R-2 or MU property?
    - ii. Do you intend to co-locate the microbusiness with any other marihuana business?
  - d. Processor
    - i. Is the proposed property within 500 feet of any R-1, R-2, R-3 or MU zoned parcel?
    - ii. If located in the HC zoning district, will the processor be co-located with a retailer?
    - iii. If located in the HC zoning district, how many square feet of floor space will the processor and all other co-located marihuana establishments (licenses) on the same parcel operate under, all floor space combined?
    - iv. If located in either the HC or I-1 zoning districts, please identify and indicate the number of all other proposed marihuana establishments (licenses) that you intend to co-locate the grower with?
  - e. Retailer
    - i. If located in the HC zoning district, which other establishments (licenses) will the retailer co-locate with?
    - ii. If located in the B2 or B3 zoning district, do you intend to co-locate with any other marihuana establishment?
    - iii. If located in the HC zoning district, how many square feet of floor space will the retailer and all other co-located marihuana establishments (licenses) on the same parcel operate under, all floor space combined?
  - f. Safety Compliance facility
    - i. Do you intend to co-locate with any other marihuana establishment?

**Incomplete applications will either be rejected or delayed until such time that the zoning administrator determines that applicant has sufficiently and appropriately answered all required questions.**

Individuals wishing to receive assistance in completing the Zoning Permit Application are asked to contact Zoning Administrator/City Manager at 616.696.1330 X104 or by e-mail at [manager@cityofcedarsprings.org](mailto:manager@cityofcedarsprings.org)