Special Use Permit Timeline

Pre-Application

- OPTIONAL: Schedule and attend conceptual review meeting for site plan with Lori Castello if needed
- Fill out the application for both both site plar review and special use permit

30 Days Before Next Planning Commission Meeting/Public Hearing

•Turn in completed application form to PCI Michigan, with payment (checks are to be made payable to "City of Wayland"), a minimum of 30 days before the preferred Planning Commission meeting date.

30—16 Days Before Next Planning Commission Meeting/Public Hearing

- Application is reviewed concucrrently by the Joint Site Plan Review Committee
- If any concerns are raised by these parties at this time, the applicant will have the ability to correct mistakes or answer questions pertaining to the site plan review

15 Days Before Next Planning Commission Meeting/Public Hearing

 Notice of the Public Hearing is published in the newspaper and mailed to all residents and land owners within 300 feet of the property on which the proposed request is located.

10--7 Days Before the Planning Commission Meeting/Public Hearing

- •City Manager reviews the Joint Site Plan Review Team's recommendation, and puts together an information packet for Planning Commission
- Planning Commission receives and reviews information packet

Planning Commission Meeting/Public Hearing

- The Planning Commission will hear public input, ask questions, and compare application to standards for approval.
- Based on above information, Planning Commission will make a recommendation for approval, approval with conditions, or denial of the request.

Next Council Meeting

• City Council reviews application and recommendation of Planning Commission and makes decision.