

# SPECIAL LAND USE APPLICATION

City of Marshall  
Fee \$250.00

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**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.

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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** \_\_\_\_\_

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**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.