

Special Land Use Permit Review

GENERALIZED STEPS IN THE PROCESS – WHEN NOT ASSOCIATION WITH A SITE PLAN



1. **Informal Staff Review.** It is strongly encouraged that you meet with City staff to informally review your proposal prior to submittal. Meetings are typically held on Tuesday's. Contact Steve Cohen, Director of Community Development at 248-364-6941 to schedule a meeting.
2. **Formal Staff Review.** Submit 1 copy of your application to the Community Development Department along with the 10 copies of the following documentation:
 - Plot plan or legal survey of the lot/parcel under consideration, drawn to scale and clearly designating the area(s) of proposed SLU permit activity.
 - Associated drawings related to the activity (as applicable).
3. **Citizen Participation Requirement.** If the property is within 1,000' of property zoned One-Family Residential district, then the requirements of Section 1833. Citizen Participation Requirements shall be met. This requirement may add time to the review process if the proposal is complex in nature.
4. **Post Sign. - Escrow deposit required for each sign**
Coordinate with the City when sign will be posted and where it will be placed. The sign shall be placed and remain on the property at least 15 days before the scheduled Public Hearing. Place sign 10' behind the approximate street R.O.W. line midway between lot lines, unless an alternative location is approved by the City. Ensure that the sign is placed in a visible position without obstructions for the full 15 day term. This may require periodic inspection to safeguard against being toppled by wind or vandals. Do not remove the sign until after City Council action. Return the sign in good condition within 2 days of the City Council decision. Lost, missing, unreturned, or damaged signs will require forfeiture of the sign deposit.
5. **Public Review.** The SLU permit will be placed on a Planning Commission meeting agenda only after the application and associated drawings have been deemed complete by City staff. Submit 30 copies of your drawings to the Community Development Department for final distribution. The City will publish a notice in the Oakland Press and send notice to residents within 1,000' at least 15 days before the Public Hearing. The applicant, or representative, must be present at all scheduled meetings for action to be taken. As applicable, the applicant shall provide a PDF or jpg of the site plan, colored landscape plan, and colored elevation at this time.
 - At the designated meeting, the Planning Commission will recommend acceptance, disapproval, or revision of the SLU permits to the City Council.
 - The City Council is the final approval authority in the City of Auburn Hills. The Council will make its determination of approval, denial, or required modifications of the SLU permits.
6. **Building Permit.** Apply for building permit (as applicable). The applicant may apply for the Building Permit and/or Engineering Plan Review concurrently with the SLU permit to save time.