



# CITY OF FARMINGTON

## Special Land Use Review

Special Land Uses are those which under usual circumstances, could be detrimental to other land uses permitted in the same zoning district, but may be permitted because of circumstances unique to the location of the particular use. If approved, special land uses often have special conditions imposed on them. Please refer to *ARTICLE 12 SPECIAL LAND USES* of the Zoning Ordinance for details of specific standards and procedures required for all special land uses.

The following steps are necessary to secure special land use approval:

1. A special land use application must be submitted to the Economic & Community Development Department located at 23600 Liberty Street at **least thirty (30) days** prior to the meeting at which the Planning Commission first considers the application according to the following schedule:

Initial Application Submittal Date	Revised Application Submittal Date	Planning Commission Meeting Date
December 12, 2020	December 26, 2020	January 11, 2021
January 9, 2021	January 23, 2021	February 8, 2021
February 7, 2021	February 21, 2021	March 8, 2021
March 13, 2021	March 27, 2021	April 12, 2021
April 10, 2021	April 24, 2021	May 10, 2021
May 15, 2021	May 29, 2021	June 14, 2021
June 12, 2021	June 26, 2021	July 12, 2021
July 10, 2021	July 24, 2021	August 9, 2021
August 14, 2021	August 28, 2021	September 13, 2021
September 11, 2021	September 25, 2021	October 11, 2021
October 9, 2021	October 23, 2021	November 8, 2021
November 13, 2021	November 27, 2021	December 13, 2021

All Planning Commission meetings are held the second Monday of the month at City of Farmington Offices, Council Chambers, 23600 Liberty Street and begin at 7:00 p.m.

A special meeting may be requested by the applicant. Special meetings are held the fourth Monday of the month and subject to administrative scheduling. A fee of \$500.00 is required.

2. The following information must be provided with every application:
  - X One (1) copy of a completed and signed application form
  - X Five (5) copies of a site plan (pre-application review)
  - X One (1) digital copy of a site plan meeting the requirements of *ARTICLE 13 SITE PLAN REVIEW* (Planning Commission review)
  - X Written description of the use including an operations plan or other information for the purpose of determining whether the use is appropriate based on the standards of *SECTION 35-152 A STANDARDS FOR APPROVAL*
  - X Payment of the required fee as determined by the City Council
3. The applicant may wish to have the application reviewed administratively by City staff and consultant prior to submittal for Planning Commission review (pre-application). The application will be reviewed for completeness and general compliance with ordinance standards and requirements.
4. If the application is deemed complete by City administration, a public hearing will be scheduled. Notice of the hearing shall be given not less than fifteen (15) days before the date of the hearing by publication in a newspaper of general circulation. Residents within 300 feet of the subject property will also receive notice of the hearing from the City.
5. The special land use application will be reviewed by the Economic & Community Development Department-including the Economic & Community Development Director and Building Official-and any consultants as deemed necessary by the City. Reports to be forwarded to the Planning Commission for their consideration.
6. The Planning Commission shall hold the public hearing as noticed. After comments from the public are received, the Commission shall review the application in consideration of the criteria outlined in *SECTION 35-152 STANDARDS FOR APPROVAL*. The Commission can approve, approve with conditions, or deny the request at the meeting or defer the decision until the next regularly scheduled Planning Commission meeting.
  - a. The Planning Commission may require the submittal of an impact assessment to analyze aspects such as natural features, storm water management, surrounding land uses, public facilities and services, public utilities, and traffic.
  - b. All revised and supplemental information must be submitted to the City **at least seventeen (17) days** prior to the regularly scheduled Planning Commission meeting as noted in the provided schedule.
6. Upon approval of any special land use by the Planning Commission, the approved plans along with any conditions imposed by the Commission, shall be initialed and dated by the Planning Commission chairperson and forwarded to the Economic & Community Development Department.
7. All special land use approvals are valid for a period of one (1) year from the date of issuance.



# CITY OF FARMINGTON

*For office use only*

Date Filed: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

## Special Land Use Application

1. Project Name \_\_\_\_\_

2. Location of Property

Address \_\_\_\_\_

Cross Streets \_\_\_\_\_

3. Identification

Applicant \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Interest in the Property (e.g. fee simple, land option, etc.)

Property Owner  Other (Specify) \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Preparer of Site Plan \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

4. **Property Information**

Zoning District \_\_\_\_\_ Area \_\_\_\_\_

Width \_\_\_\_\_ Depth \_\_\_\_\_

Current Use \_\_\_\_\_

Zoning District of Adjacent Properties to the

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

5. **Proposed Use**

Residential Number of Units \_\_\_\_\_

Office Gross Floor Area \_\_\_\_\_

Commercial Gross Floor Area \_\_\_\_\_

Industrial Gross Floor Area \_\_\_\_\_

Institutional Gross Floor Area \_\_\_\_\_

Other \_\_\_\_\_ Gross Floor Area \_\_\_\_\_

6. **Special Land Use Criteria.** The applicant must provide written responses to the special land use criteria as noted on page 3 of this application.

A copy of the complete legal description of the property and proof of property ownership should accompany this application.

I, \_\_\_\_\_ (applicant), do hereby swear that the above statements are true.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Property Owner Date

I, \_\_\_\_\_ (property owner), hereby give permission for City of Farmington officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

<u>City Action</u>
Approved/Denied: _____
Date: _____
By: _____
Conditions of Approval: _____
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- a. The proposed special land use shall be compatible with and in accordance with the general goals, objectives and policies of the City of Farmington Master Plan.

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- b. The special land use shall promote the intent of the zoning district in which the use is proposed.

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- c. The special land use shall be compatible with the existing or intended character of the general vicinity and shall not change the essential character of the area in which it is proposed.

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d. The special land use shall be served adequately by public facilities and services such as traffic operations, police and fire protection, drainage structures, water and sewer facilities and schools.

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e. The proposed special land use shall not involve uses, activities, processes, materials, equipment or conditions of operation that in comparison to the uses permitted in the district, will be detrimental to the natural environment, public health, safety or welfare.

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*\* The special land use criteria included above is not the only requirement for special land use applications. For additional information please refer to ARTICLE 12 SPECIAL LAND USES of the City of Farmington Zoning Ordinance.*