



**SPECIAL APPROVAL LAND USE (SALU)/USE VARIANCE
CITY OF STERLING HEIGHTS
DOCUMENT SUBMITTAL CHECK-LIST**

Special Approval Land Use & Use Variance Application Check-List

Please review below to ensure that all appropriate documentation is submitted with your application for Special Approval Land Use/Use Variance. The information requested below will allow the Office of Planning to successfully review your application, and conduct a thorough review of your request. This information should be given along with your application to either the Planning Commission or Zoning Board of Appeals for review. Failure to provide such information, may result in a delay of your application before either boards.

Please note that not all the items below may apply to your specific use.

- Floor Plan (Floor plan does not need to be drawn by an architect, but should be accurate and to scale. The floor plan should be as specific as possible).
- Site Plan (Showing the overall site, building location (tenant location within the overall building), parking configuration).
- Hours of Operation/Services Offered (ie. Menu of food items, List of items for sale, hours open each day, etc)
- Overview of Business Model. (Type of business, value of business to community, purpose of operation, need for business at proposed location).
- Mitigation of Nuisances on Site (Noise, odors, smoke, fume, light, etc). Please specifically indicate how nuisances will be avoided.
- Expected number of employees and patrons/users- Floor plans should accurately show all seating areas/table and chair layout.

Additional information may be requested by the Office of Planning. Please provide the best contact person who may be able to answer such requests in a timely manner. For more information, please call the Office of Planning at 586-446-2360.