


## HOW TO GUIDE: SPECIAL LAND USE HEARINGS

Special and use hearings are required for conditional uses. Site plan review is required & will be a part of your application. Site Plan Review cost is \$160. The Special land use hearing cost is \$1,000.

### Step 1. How to submit your application

- Go to eLaps & log into your or create an account
  - Select the **Planning** tab
  - Select **CREATE AN APPLICATION**
  - Select the record type **Hearings**
  - Select **Special Land Use**

 **Video tutorial:**  
[How to Apply for a Permit](#)

- Complete the application & pay associated fees

Once submitted, the Zoning Division will review your application & send your project to ProjectDox to review plans


### Step 2. How to upload plans

- You will receive an email to upload plans & required documents

Follow the **Site Plan Review Checklist** to make sure you upload the correct information.

 **Video Tutorial:**  
[How to Upload Project Documentation](#)

- The Zoning Division will make sure you have uploaded the appropriate materials. If corrections are requested, the Project will be sent back to you to upload information
- Once all required information is uploaded, the project will be sent out to departments for review
  - If corrections are needed, the project will be sent back to you to upload information

 **Video Tutorial:**  
[Resubmit Corrected Plans and Additional Documents](#)

- Once review is complete & approved, your hearing will be scheduled

### Step 3. How to schedule your hearing

Once your plans are reviewed & approved, the Zoning Division will schedule your hearing.

Hearings are held Wednesday mornings or Thursdays for medical marijuana uses.

There is a 15-day posting period & notification to neighbors within 300' of the property.

*A decision is not made at the hearing.*

### Step 4. How to get my decision letter

After the hearing, the Zoning Division waits on a recommendation from the Planning & Development Department. The Director takes all information into consideration to make a decision. Once a decision is issued, there is a 15-day appeal period for anyone who does not agree with the decision to the **Board of Zoning Appeals**.

If your decision is **approved**, with no appeals, you can move on to **Step 5**.

### Step 5. How to register my grant

All approved decisions have to be registered at Wayne County Register of Deeds.

At this time an applicant must mail in the decision or try to make an appointment



