

NAME OF MUNICIPALITY

Phone: _____ Fax: _____
www. _____

SPECIAL LAND USE REVIEW PROCESS

For all Special Land Use requests a public hearing is held by the Planning Commission which makes the final decision. A site plan of the proposed project must also accompany the Special Land Use application.

1. Application Form and Fee Schedule

An application form and fee schedule for can be obtained from the Township offices. The application fee covers the cost of advertising the public hearing, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. The escrow fee covers the cost of the services provided by professional consultants retained by the Township to assist in analyzing the request.

2. Meeting Dates

The Planning Commission meets on the _____ each month and also at Special meetings called by the Planning Commission at 7:00 P.M. at the _____

3. Processing Period

A special land use permit application usually takes about 45 days to process.

4. Information to be Submitted by the Applicant

The applicant must submit a signed application form, application and escrow fees, and at least 8 copies of the site plan to the Township Clerk **not less than four weeks before the scheduled hearing date**. **The site plan must be prepared in accordance with Section _____ of the Township Zoning Ordinance.**

5. Application Procedures

Whenever an application is filed for a special land use permit, the following steps are taken in processing the application:

- (a) The application and site plans are submitted to the Township Clerk or the Clerk's representative along with the required fee(s) **not less than four weeks before the scheduled hearing date**. The application must be signed by the owner(s) of the property for which the application has been submitted.
- (b) Upon receipt of the required information and fee, the Township Clerk may send the application to the Planning Commission which will set a public hearing date **OR** the Clerk may consult with the Chair of the Planning Commission to set the public hearing date.
- (c) Notice of this public hearing is published in the _____ and the notice is also mailed to occupants and property owners within 300 feet of the boundaries of the proposed property. The notice must be published and mailed at least 15 days before the date of the public hearing.

The mailing list is taken from the most recent Township assessment roll. A notice is also sent to any utility, airport or railroad that registers its name with the Township for purposes of receiving such notice.

In cases where property within 300 feet of the site which is the subject of the public hearing is within another municipality, the Clerk will obtain a list of those property owners and occupants in the adjoining municipality which are within 300 feet of the site under consideration and mail them a notice.

- (d) A report analyzing the request for a special land use may be prepared by the Township's Planner and Engineer.
- (e) The public hearing is held by the Planning Commission. The applicant and others in attendance are provided an opportunity to speak. **Following the public hearing, the Planning Commission may vote to approve, approve with conditions, deny, modify, or postpone the special land use request and site plan.** The Township Board is not involved in deciding special land use requests.
- (f) The applicant is notified of the final disposition of the request. The decision of the Planning Commission is final.
- (g) If the special land use and site plan are approved, any revisions required by the Commission to the site plan must be submitted to the Zoning Administrator or Township Planner for a final review. Three copies of the final approved site plan shall then be dated and signed by the Zoning Administrator. One copy shall be retained by the applicant, one by the Building Inspector and one by the Township Clerk.
- (h) Following approval of the site plan, a building permit may be applied for at the Township office.