

**APPLICATION PROCESS FOR OBTAINING A SPECIAL USE PERMIT**

Applicants name, address, and telephone number: \_\_\_\_\_  
\_\_\_\_\_

- 1) Parcel Number \_\_\_\_\_
- 2) Acres \_\_\_\_\_
- 3) Address \_\_\_\_\_
- 4) Zoning \_\_\_\_\_
- 5) Proposed use of Property \_\_\_\_\_
- 6) Estimated Completion Date \_\_\_\_\_

**APPLICATION PROCESS STEPS:**

**1) Fill out information above**

**2) Read and answer all requirements for the special use as outlined in the most current township ordinance. Review with the Zoning Administrator the following sections: Initial each section read/or completed.**

- Sect 14 A1, A2, A.3 Intro and Escrow \_\_\_\_\_
- Sect 14 A3.5 Application Process \_\_\_\_\_
- Sect 14A4 Standards for Decision (1-9) \_\_\_\_\_
- Sect 14 A5/A6 Appeal, Expiration \_\_\_\_\_
- Sect 14B Site Plan \_\_\_\_\_
- Sect 14B.3 Procedures (a, b, 1, 2, 3) \_\_\_\_\_
- Sect 14B 3 Procedures (c Actions on plan) \_\_\_\_\_
- Sect 14B 3 Procedures (d Criteria for Review) \_\_\_\_\_
- Sect 14B 3 Procedures (e Conformity to Site Plan) \_\_\_\_\_
- Sect 14B 3 Procedures (f Term of Approval) \_\_\_\_\_
- Sect 14B 3 Procedures (g Amendment to Site Plan) \_\_\_\_\_

**3) All information, requirements and answers from Step 2 must be provided to the Zoning Administrator 3 weeks before proceeding to Step 4. The Zoning Administrator will review for completion and forward to the Planning Commission Chairman. Revised by Amendment #97-10, Adopted October 14, 1997**

**4) Attend a Planning Commission meeting to discuss all information gathered and to determine what if any additional requirements may be generated. Request the fee for Special Use Permit. Planning Commission will ask for a public hearing to be scheduled.**

**5) Once the public hearing is conducted and there are no additional requirements outstanding the Planning Commission will vote to approve, deny or table the Special Use Permit request.**

*I affirm that I am the \_\_\_\_\_ involved in the foregoing application  
(Owner, lessee, or other interest)*

*Along with the answers, statements, and information are in all respects true and to the best of my knowledge correct.*

*Dated \_\_\_\_\_*

**OFFICIAL ACTION:**

**Date Received: \_\_\_\_\_ Date of Public Hearing: \_\_\_\_\_**

**Type of Action Taken: \_\_\_\_\_**

**Planning Commission Chairman: \_\_\_\_\_**