



SPECIAL LAND USE APPLICATION PROCEDURE

Thornapple Township, 200 E. Main St., Middleville, MI 49333

Phone: 269-795-7202 Fax: 269-795-8812

Email: zoning-administrator@thornapple-twp.org

Each Special Use Application is subject to review at a Public Hearing by the Thornapple Planning Commission.

1. Any person owning or having equitable interest in the subject property may file an application for Special Land Use Permit if provided for the zoning district in which the land is situated.
2. Each Special Land Use Application shall include: *(please reference Ordinance Section 19.2)*
 - a. Completed Special Land Use Application (Form #10-08), and
 - b. Legal description of the real property, and
 - c. Site Plan prepared in accordance with Article XX, and
 - d. A narrative provided by the applicant describing the proposed special land use, explanation of why the location is appropriate and statement addressing expected impacts on emergency services and other public services. *(Please be sure to address Ordinance Section 19.3: Basis for Planning Commission Decision)*
3. The Zoning Administrator will schedule a public hearing when the Special Land Use application information is complete.
4. Notice of the hearing will be given by the Zoning Administrator in accordance with the Michigan Zoning Enabling Act.
5. At the public hearing, the Planning Commission will review all application material, statements made from the public and will make a record thereof. The Planning Commission may ask for additional information following the public hearing.
6. In general, the Planning Commission will *not* render a decision at the same meeting in which the public hearing is held.
7. In rendering a decision on each application, the Planning Commission shall review and apply standards contained in Section 19.3 (1)-(10) of the Zoning Ordinance.
8. The Planning Commission may attach conditions to approval of any Special Land Use permit. The conditions operate as requirements just like written standards within the Zoning Ordinance.
9. The Secretary of the Planning Commission will sign and date each approved Special Land Use permit, noting any and all conditions imposed by the Planning Commission.