

SPECIAL LAND USE REVIEW PROCESS

1. Application Form and Fee Schedule

Special Land Use Fee	\$ _____
<i>plus</i>	
Escrow Fee	Minimum \$ _____

An application form and fee schedule for special land use review 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 Special Land Use request.

2. Meeting Dates

The Bowne Township Planning Commission meets on the first Thursday of each month and also at special meetings called by the Planning Commission at 7:00 PM at the Historic Bowne Township Hall, 8240 Alden Nash Road, Alto, Michigan 49302.

3. Processing Period

A special land use permit application usually takes about 60 days to process.

4. Information to be Submitted by the Applicant

The application for special land use review, along with an application fee, an escrow deposit, twelve (12) copies of a complete site plan that contains all required information as listed within Section 18.03 and 18.05 of the Bowne Township zoning ordinance, and any additional information must be submitted to the Township Clerk in accordance with the township schedule of meetings and submission deadlines. Site plans that do not comply with submission requirements will not be reviewed and no action will be taken by the Planning Commission until the deficiencies are corrected.

5. Application Procedures

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

- (1) The application and site plans are submitted to the Township Clerk or the Clerk’s representative along with the required fee(s). The application must be signed by the applicant and owner(s) of the property for which the application has been submitted.

A copy of the request will be forwarded to the Township Planning and Engineering Consultants for review and comment. Written comments prepared by the Township Planner and Engineering Consultant will be provided to the Planning Commission two weeks prior to the scheduled meeting. It is the applicant's responsibility to obtain a copy of the review comments from the Township Clerk. Contact Information is as follows:

Sandra Kowalczyk	Bowne Township Clerk	(616) 868-6846
Jan Johnson, AICP	Wade Trim, Inc. Planning Consultant	(616) 956-3304
Mike Oezer, P.E.	Progressive AE Engineering Consultant	(616) 361-2664

- (2) Upon receipt of the application for special land use review and fee(s), 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.
- (3) Notice of the public hearing is published in a newspaper of local circulation. Property owners and occupants of structures within three hundred (300) feet of the boundary of the property under consideration will be notified of the public hearing by mail or personal delivery. The notice of the public hearing must be given at least 15 days before the public hearing.
- (4) The public hearing is held by the Planning Commission. At the public hearing, the applicant and others in attendance are provided an opportunity to speak on the request for a special land use permit. The applicant or a representative must be present at the meeting or the matter will not be considered and review will be delayed until the next scheduled Planning Commission meeting.
- (5) Following the public hearing or at a subsequent meeting, the Planning Commission will vote to approve, approve with conditions, deny, modify, or table the special land use request and site plan approval request. The Township Board is not involved in deciding special land use requests.

If the Planning Commission requires changes or additions to be made to a proposal, or other information be submitted for further review at a subsequent meeting, the applicant must submit all information at least three (3) weeks prior to the subsequent meeting.
- (6) Site plan review content and standards for approval are found in Sections 18.03, 18.05 & 18.07 of the Bowne Township Zoning Ordinance.
- (7) The applicant will be notified of the final disposition of the request. Action taken on a request for a special land use must be recorded in a written statement of findings. The decision of the Planning Commission is final.
- (8) Following approval of the special land use and site plan, a building permit may be applied for at the Township office.

SPECIAL LAND USE REVIEW STANDARDS

The Planning Commission will review your Special Land Use request and consider the particular circumstances in terms of the following general standards found in Section 14.03 of the Bowne Township Zoning Ordinance and other standards specific to the use proposed. The Planning Commission will approve your Special Land Use only upon finding compliance with each of the standards, as well as any applicable requirements established elsewhere in this Ordinance. Please respond to each of these general standards listed below:

1. The Special Land Use shall be designed, constructed, operated, and maintained in a manner harmonious with the character of adjacent property.

2. The Special Land Use shall not impair the essential character of the surrounding area.

3. The Special Land Use shall not be hazardous to the adjacent property or involve uses, activities, materials, or equipment that will be detrimental to the health, safety, and welfare of persons.

4. The Special Land Use shall not place demands on public services and facilities in excess of current capacities.

5. The Special Land Use is in general agreement with the current Bowne Township Master Plan.

In reviewing your request, the Planning Commission may impose conditions with the approval that are necessary to ensure compliance with general or specific standards or any other applicable requirements contained in the Zoning Ordinance. In addition the Planning Commission may require, as a condition of approval, a financial guarantee to ensure the construction of improvements required as a condition of approval (Section 14.04).