

PROCEDURE FOR REVIEW OF SPECIAL USE PERMIT

Please note that this procedure is a summary only and does not contain all details and requirements for Special Use Permits. Please refer to the Highland Township Zoning Ordinance for a complete set of details and requirements.

1. Meet with Zoning Administrator to determine if a Special Use Permit is required. Identify any potential problems including any non-conformities that may exist. Receive necessary forms for application submission.
2. Submit completed application, with attachments where necessary or required, along with the application fee to the Zoning Administrator. The submitted application is then reviewed by the Zoning Administrator for accuracy and completeness. The application is then returned to the applicant if further clarification is needed, or when deemed to be complete, it will be passed on to the Chairman of the Planning Commission, who will schedule a Public Hearing before the Planning Commission.
3. The Chairman will schedule a Public Hearing during a regular Planning Commission meeting if the schedule and agenda permits, or if necessary, or if the applicant makes a request, the Public Hearing can be scheduled during a special meeting. The cost of a special meeting must be paid in advance by the Applicant.
4. At least 10 days prior to the scheduled Public Hearing, a notice of such meeting must be published within a newspaper of general circulation within the township. The notice must include a description of the proposed Special Use, and the date and location for the Public Hearing. Also, at least 10 days prior, the Applicant, owners of real property and residents located within 300 feet of the subject parcel(s) will be notified by mail of the upcoming Public Hearing. The cost of the newspaper notice must be reimbursed by the Applicant.
5. At the Public Hearing, the Planning Commission will review the application. Following the review, the Public Hearing will be opened for public input.

HIGHLAND TOWNSHIP SPECIAL USE APPLICATION AND PERMIT

Please answer all questions and include attachments where necessary. Payment of all fees must be included. An incomplete application cannot be processed. Please submit completed application to the Highland Township Zoning Administrator.

APPLICANT INFORMATION:

Name: _____ Phone: _____

Business name: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Upon review you will be notified if further information is required prior to a Public Hearing. After review and action by the Highland Township Planning Commission you will receive notice of such action by US Mail.

AFFIDAVIT OF APPLICANT REPRESENTATION: (Please check one box)

- The applicant is the owner of the proposed development.
- The applicant has an ownership interest in the proposed development.
- The applicant is acting on the owner's behalf.

APPLICANT SIGNATURE: _____

DATE: _____

LOCATION of parcel requiring permit:

Address: _____

Parcel number: _____

Legal description of parcel: _____

Current Zoning District: _____

PARCEL OWNER information:

Name: _____ Phone: _____

Business Name : _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

PROPOSED DEVELOPMENT

Cite or attach applicable sections(s) of zoning ordinance:

Please provide a statement of facts and information supporting the issuance of a Special Use Permit:

Please describe the proposed development for which a Special Use Permit is required. Please include area of the site, the number of parcels or units; and the number and characteristics of the population impact such as density, elderly persons, school children, tourists family size, and related material as applicable.

Please describe how this proposed development will affect public services, and if increased demands are expected, describe how the additional demands will be met. Include: school classroom needs, volume of sewage for treatment volume of water consumption related to groundwater reserves or community system capacity, changes in the traffic volume on adjacent roads and other factors that may apply to this proposed development.

Please describe the impact of the proposed development on soil erosion, shoreline protection, wildlife habitat, air pollution, water pollution (ground and surface), noise and the scale of development in terms of the surrounding environment.

SITE PLAN

The site plan shall be drawn to scale and shall be on paper, which measures at least 8.5 inches by 11 inches, but not more than 36 by 42 inches. The drawing shall be such that the administrator can readily interpret the site plan, and shall include more than one drawing where required for clarity and shall include the following information, unless specifically waived by the administrator upon the determination that the requirements waived are not reasonably related to the proposed use. The following shall be shown on the Site Plan:

- a. The property, identified by parcel lines and location and size.
- b. Name and address of the property owner(s), developer(s) and designer(s). and their interest in said properties.
- c. The Scale and north point.

- d. The location of proposed and main and accessory building and square footage of floor space.
- e. The proposed driveway, if any.
- f. The parcel's legal description.
- g. Boundary dimensions of natural features such as wood lots, water bodies, wetlands, high risk erosion areas, slopes over 25%, beach, sand dunes, drainage and similar features.
- h. Location and dimensions of existing and proposed man-made features such as buildings, structures, utility easements, water, storm. sewer and sanitary sewer lines, storm drainage and retention lines.
- i. Neighboring driveways and other vehicular circulation features within and adjacent to the site, also the location, size, and number of parking spaces in the off-street parking areas and the identification of service lanes, service parking and snow storage areas.
- j. Any proposed alterations to the topography and other natural features shall be indicated.
- k. Any proposed location of connections to existing utilities and proposed extensions thereof.
- l. A description of the proposed development.
- m. A vicinity map showing the location of the site in relation to the surrounding street system.
- n. Show any changes or modifications required for any applicable regulatory agencies' approvals. (Site plan or design plan changes required after the planning commission issues a Special Use Permit shall also be changed in accordance with procedures established in the Ordinance for minor adjustments or amendments to Special-Use Permits.)

FEES AND CHARGES

The Special Use Application fee is non-refundable. This fee covers the administrative costs of processing the application, including advertisement of the required public hearing. The Zoning Administrator may assess additional fees to cover associated costs for any special Planning Commission meetings, and any costs associated with professional and or legal services deemed to be necessary. For applications which require extensive professional services, an escrow may be required. Please refer to Article VI, Section 6.2 of the Highland Township Zoning Ordinance.

AFFIDAVIT and permission for municipal, county and state officials to enter property for inspections.

I agree that the statements made above are true, and if found not to be true, this application and any approval will be void. Further, I agree to comply with the conditions and restrictions provided with this Special Use Permit. Further, I agree to give permission to the officials of the township, county and the State of Michigan to enter the property where this special use is proposed for purposes of inspection and assessment. Further, I understand this is only a Special Use Permit which conveys only certain rights under the applicable Highland Township Zoning Ordinance.

Applicant signature: _____ Date: _____

Property owner signature: _____ Date: _____

FOR OFFICE USE ONLY

PARCEL NUMBER: _____ NAME: _____

APPLICATION RECEIVED DATE: _____ TOTAL \$: _____

PLANNING COMMISSION ACTION: APPROVE: _____ DENY: _____ DATE: _____

PLANNING COMMISSION: _____

(SIGNATURE AND TITLE OF PLANNING COMMISSION REPRESENTATIVE)

CONDITIONS: (List or attach) _____

This Special Use Application, if approved, together with all attachments and conditions must be recorded by the Osceola County Register of Deeds, miscellaneous records. The application and all other information relating to the Special Use Permit shall be filed with the township clerk by the planning commission secretary.