

**ST. CLAIR TOWNSHIP PLANNING COMMISSION
APPLICATION FOR SPECIAL USE APPROVAL**

APPLICATION INFORMATION

FEE: \$ 400.00

Applicant Name:	Representing:
Address:	Address:
Home phone:	Home phone:
Work phone:	Work phone:

LOCATION OF PROPERTY

Owner:	Address:		
Subdivision:	Tax ID:		
Lot #			
<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West side of between _____ and _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Current Zoning <input type="checkbox"/> RM Multpl. Fam. Res. <input type="checkbox"/> MH Mobile Hm. <input type="checkbox"/> CR Com. Rec. <input type="checkbox"/> B-1 Nghb. Bus. <input type="checkbox"/> B-2 Gen. Bus. </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> RU Rural <input type="checkbox"/> RS-1 Sub. Res. <input type="checkbox"/> RS-2 Sub. Res. <input type="checkbox"/> PUD <input type="checkbox"/> I-L Lgt. Ind. <input type="checkbox"/> I-H Hvy. Ind. </td> </tr> </table>	Current Zoning <input type="checkbox"/> RM Multpl. Fam. Res. <input type="checkbox"/> MH Mobile Hm. <input type="checkbox"/> CR Com. Rec. <input type="checkbox"/> B-1 Nghb. Bus. <input type="checkbox"/> B-2 Gen. Bus.	<input type="checkbox"/> RU Rural <input type="checkbox"/> RS-1 Sub. Res. <input type="checkbox"/> RS-2 Sub. Res. <input type="checkbox"/> PUD <input type="checkbox"/> I-L Lgt. Ind. <input type="checkbox"/> I-H Hvy. Ind.
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Special Approval Use is being requested for:			

The Special Use Approval procedure is found in Article 5, Section 5.3 of the St Clair Township Zoning Ordinance. The application for Special Use Approval must be submitted a minimum of 22 days in advance of the next regularly scheduled Planning Commission meeting. Upon receipt of the application for a Special Use Approval, the township shall:

1. Schedule a Public Hearing for the next Planning Commission meeting.
2. Notice shall be sent to the owners of the property being considered and to all persons owning or occupying property within 300 feet of the property whether located in the township or not.
3. Publish a notice of the request and the date of the Public Hearing in a newspaper of general circulation within the township. The notice must be published not less than 15 days in advance of the Public Hearing and include the following information:
 - a. Describe the nature of the request.
 - b. Indicate the property that is the subject of the request, including all existing street addresses within the property, otherwise other identification may be used.
 - c. State when and where the request will be considered.
 - d. Indicate when and where written comments will be received concerning the request.
4. Require the submission of a Site Plan and accompanying application and fees per the ordinance requirements, prior to any subsequent final approval or work taking place.

By signing below the applicant is indicating they understand and agree to the following:

I certify the above information is true to the best of my knowledge. I agree to the conditions set forth in this application and understand that payment of fees for review do not guarantee approval or refund should such approval not be granted. I understand additional fees may be required to cover costs of subsequent inspection and related engineering services should approval be granted. I also grant township officials permission onto the property during daylight hours for the sole purpose of gathering information regarding the above request in order to make a proper decision.

Applicant's Signature

Date

Print or Type Name

Received By

5.3.3. REQUIREMENTS. Requests for Special Use Approvals shall contain the following:

- A. Application. All applications for special use approval shall be submitted to the Township at least twenty-two (22) days prior to the next regularly scheduled meeting of the Planning Commission and must contain the following to be accepted:
1. A signed and complete application including the following:
 - a. The applicant's name and address in full.
 - b. A statement that the applicant is the owner or acting in his behalf.
 - c. The address or property description of the property involved.
 2. 13 Twelve (12) copies of all exhibits and information.
 3. Required fees.
- B. Site Plan. The submittal of a site plan shall be required for Special Use Approval, in compliance with all the conditions listed in the Ordinance for site plan approval, with the following exception:
1. The Planning Commission shall have the authority to grant special use approval subject to submittal and approval of a Site Plan provided sufficient information is submitted to adequately describe the nature of the special land use request.
- C. Acceptance. Upon receipt of the above application, the zoning administrator shall determine if all of the necessary information has been submitted for acceptance and review by the Planning Commission. Upon acceptance of the application by the Zoning Administrator, the Township shall:
1. Forward a copy of the application and the site plan if included, to the Township Planner and/or Engineer as necessary for review.
 2. Schedule the review of the site for the next available regularly scheduled meeting of the Planning Commission and hold a Public Hearing with notice, in compliance with the requirements set forth herein the Ordinance.
 3. Forward a copy of the information and application to each Commission member prior to the public hearing.