

Special Use Permit Process

Applicant Files Administrative Review

What is a Special Land Use?

Zoning classifies land into districts such as residential, commercial, industrial, or agriculture as an example.

Each zoning district allows certain activities or uses that can be conducted on a piece of property. Uses that are found to create minimal impacts to surrounding properties are typically found as permitted uses that all property owners have rights to. Some uses depending on the context of the location, may fit in well in certain areas but may be in conflict with surroundings in other areas and require special consideration known as special land uses.

Special Land Uses are carefully considered on a case by case basis that are site specific to determine if a use can reasonably fit in with the existing character of the surroundings.

Timeline

Assuming No concerns or issues arise from request.

Once a complete application is received to the date of effectiveness is approximately **90-120 Days**

Staff prepares written report indicating additional information needed prior to formal special use permit application

Staff requires 10 working days to address request

Applicant addresses comments from Administrative Review and submits application for Special Use Permit

Applicant submits site plan review application at least 1 weeks prior to Planning Commission meeting

Planning Commission sets and receives public hearing for following month meeting

Public Notification Requirements
Notification to DeWitt Bath Review > 15 days prior to Public Hearing

Property Owner Notification Requirements
>15 days prior to public hearing within 300 feet of site

Depending on the nature of the request, staff may conduct an agency review meeting with applicant to discuss the proposal with agencies having jurisdiction over the

Staff reviews application materials and forwards request to appropriate agencies. Staff prepares staff report for Planning Commission

Planning Commission reviews request at a public hearing on 1st Monday of the month. Action would be recommendation for Approval/ Denial/ Table for more information. Forward Recommendations to Township Board

Township Board considers request based on Planning Commission recommendation and makes final decision at 4th Monday of month.

- Reviewing Agencies include but not limited to:
- Clinton County Drain Commissioner.
 - Clinton County Road Commission.
 - Michigan Department of Transportation.
 - Township Police Department.
 - Township Fire Department.
 - Southern Clinton County Municipal Utilities Authority (SCCMUA).
 - Mid-Michigan District Health Department.

Review Requirements

Each special use shall be reviewed for the purpose of determining that it meets all of the requirements and will:

(1) Be harmonious with and in accordance with the general principles and proposals of the comprehensive development plan of the township.

(2) Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.

(3) Not be hazardous or disturbing to existing or future uses in the same general vicinity.

(4) Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.

(5) Not involve uses, activities, processes, materials, and equipment or conditions that will be detrimental to any persons, property or general welfare by reason of excessive traffic, noise, smoke, fumes, glare, or odor.

(6) Conserve and protect natural resources and energy and promote the social and economic well-being of those who will use the land or activity under consideration.

*Additional Criteria may be necessary depending on if a proposed use has additional review criteria