

CONDITIONAL USE APPLICATIONS  
JANUARY 25th, 2018

A. A conditional use application and associated fee to be submitted to township clerk. The clerk shall notify the Planning Commission that application has been submitted.

1. all required data, exhibits, and information must be submitted with the application to the clerk  
(Reference section 17.2 of Zoning Ordinance)

B. The submitted conditional use application shall include:

1. the applicant(s) full name and address
2. the address of the property involved
3. a statement that the applicant is the owner of the property, or acting on the owners behalf
4. a copy of a Site Plan as specified in Article XVIII of the Zoning Ordinance

(Reference section 17.3 of Zoning Ordinance)

C. The Planning Commission has thirty (30) days after the required public hearing date to render a recommendation to the township board.

1. the Planning Commission may recommend approval, or disapproval of the conditional use application.

2. the Planning Commission may recommend conditions associated with the conditional use application in addition to required conditions.

3. the recommendation(s) will be forwarded to the township board

4. upon approval or disapproval, with or without conditions, by the township board the township board shall forward a copy of the signed application to the Planning Commission, Zoning Inspector, and township clerk.

(Reference section 17.7 of Zoning Ordinance)

**NOTE. Section 17.9** of the Zoning Ordinance "Additional Development Requirements for Certain Uses" state additional requirements for "certain" uses.

Compiled by the Planning Commission Chairperson

Richard Alan Griggs

cc: PC Members, Township Board Members, Zoning Inspector, ZBA Chairperson