

Fee: \$500

OFFICE USE ONLY



Date Rec'd _____
Fee Rec'd _____
Receipt # _____
Hearing date _____

Special Land Use Application

Property Address: _____

80-____-____-____-____ Parcel ID Number Parcel Size (acres) Zoning District

Legal Description: _____

Are there any plat restrictions or easements? If so, please explain _____

Present use of the property _____

Present improvements on the property _____

Applicant's Name Email Telephone Number

Applicant's Address City, State Zip Code

Property Owners (if different from the Applicant)

Name: _____ Telephone: () _____

Does the title holder know of this application and consent to its submittal? Yes No

Applicant's standing (interest) in the appeal (check one):

- Property Owner Purchaser Tenant/Lessee Other Interest

Describe the proposed use of property (number of units, occupants, employees, customers, and user) and evidence that the use complies with the zoning ordinance:

Fee: \$500

Special Land Use Permit

Special use permits are required for activities that are compatible with other uses in a zoning district and have characteristics which require individual review. The purpose of the review is to ensure consistency with surrounding uses, public services and facilities, and conformance with the Village of Paw Paw Zoning Ordinance. A site plan is required to accompany an SLU application.

Special land use requests require a public hearing. The public hearing notice must be published in the newspaper no less than 15 days prior to the meeting date and must also be mailed to property owners within 300 feet of the property. It is best to submit your application and any supporting materials to the Village Hall no less than 20 days in advance of the meeting. Planning Commission meetings are typically held the first Thursday of each month. If you have any questions regarding the time constraints, please phone Village Hall. Please call Village Hall at (269) 657-3148 with any questions or for assistance.

Sec. 42-366. - Special use permit.

(a) *When required.* Special use permits are required for proposed activities which are essentially compatible with other uses, signs or activities permitted in a zoning district, but which possess characteristics or location qualities which require individual review. The purpose of this individual review is to ensure compatibility with the character of the surrounding area, with public services and facilities, with adjacent properties, and to ensure conformance with the standards set forth in this chapter. A site plan in accordance with [section 42-402](#) is required for submission and approval of all special use permit applications. Only those uses, signs, or activities specifically identified in the use districts of this chapter require special use permits.

(b) *Procedures.* The following steps shall be taken when considering a proposed special use.

- (1) *Filing of application; contents.* A special use permit application shall be filed by the applicant with the village along with the required site plan, fee, statement with supporting evidence to which the proposed activity meets the criteria and any other pertinent information upon which the applicant intends to rely for approval.
- (2) *Review.* The village manager or his designee shall review the application for completeness and forward the application, with his recommendation, to the planning commission for their review and consideration.
- (3) *Notice; contents.* The planning commission shall give public notice as required by Section 502 of Public Act No. 110 of 2006 (MCL 125.3502).
- (4) *Review; decision.* After review of the application and public hearing or written comments, if any, the planning commission shall approve with conditions, or deny the permit based upon the standards of the special use as set forth in the appropriate use district. The decision on a special use permit application shall be incorporated in a statement of conclusion relative to the special use under consideration. The decision shall specify the basis for the decision and any conditions imposed

Certification

I certify that all statements made above and in attached documents submitted to the Village of Paw Paw related to this application are true and accurate to the best of my knowledge and that if found to be in error, any decision of the Village based upon the contents of this application may be void.

Applicant's Signature

Date

