

**MONITOR TOWNSHIP, BAY COUNTY, MICHIGAN
APPLICATION FOR SPECIAL USE APPROVAL REVIEW**

ALL APPLICATIONS FOR SPECIAL USE APPROVAL REVIEW MUST BE ACCOMPANIED BY THE FOLLOWING ITEMS:

- Site Development Plan or Sketch Plan as specified in Section 3.19 of the Township Zoning Ordinance
- Maps, sketches, plans, and other information deemed necessary by the Township Planning Commission
- Legal description of property and proof of ownership
- Map showing gross land area, current and proposed zoning and land use
- Topographic map showing contours and all natural features (woodlands, wetlands, and similar features)
- A vicinity map showing surrounding properties, streets, freeways, parks, schools, and similar uses

Location of Construction/Building/Property

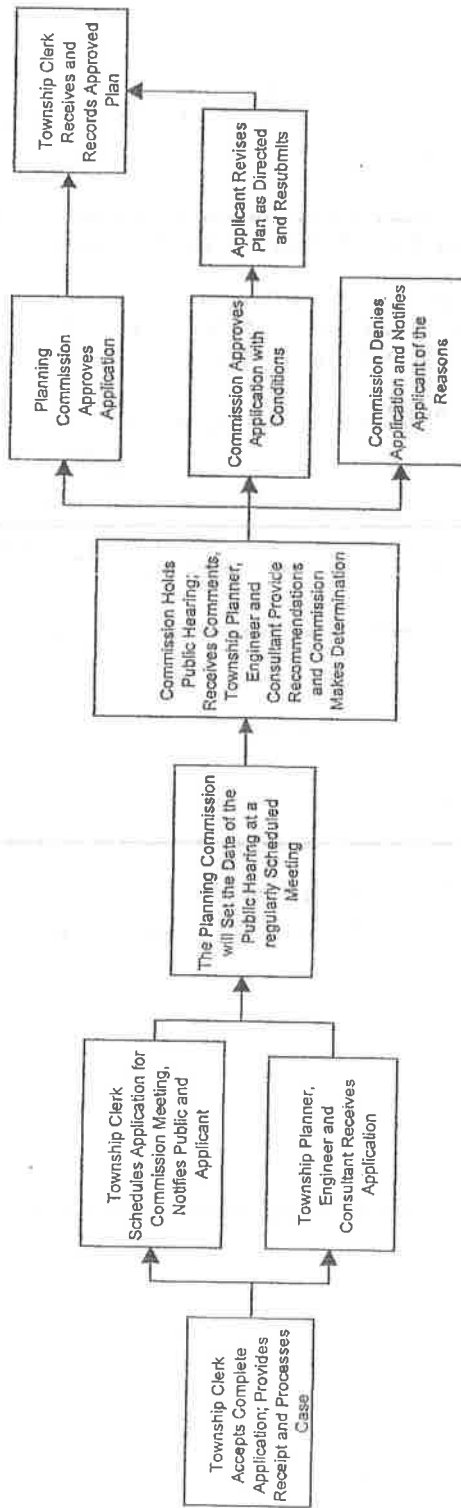
Address:	Abutting Zoning: north _____ south ____ west _____ east _____ Current Zoning: _____
Property ID No:	Lot Size, Acreage:

Name	Address	Phone No.
Developer		
Architect/Engineer/ Designer		
Owner/Tenant		

Project Description (submit additional pages if needed). The specific number of new dwelling units and floor area ratios for each new retail, office, industrial or other type of development should be described.

Applicant Name:	Phone No.:
Address:	
Signature:	Date:

**MONITOR TOWNSHIP, BAY COUNTY, MICHIGAN
SPECIAL USE APPROVAL PROCESS**



SPECIAL USE APPROVAL

Any construction or use designated as a special use by the Zoning Ordinance is subject to special use approval. Examples of "special" uses include:

- Churches;
- Automobile repair garage in a light industrial zoning district;
- Location of a funeral home within the Local Commercial District; or
- Development of a pond under most circumstances.

Instructions

An application is included in this manual. The applicant or authorized representative is required to submit all information to the Monitor Township Clerk, fourteen (14) days before the Planning Commission Meeting at which the review is requested. The following must be submitted in order for the review process to begin.

- Fourteen (14) completed and signed copies of the application for special use approval;
- Fourteen (14) individual folded copies of the site plan;
- The required review fee.

Review:

Upon submission of a complete application:

- a. Proposals will be placed on a Planning Commission agenda for review.
- b. Proposals will be forwarded to the Township officials including the planner, and if necessary the engineer.
- c. The Township Planner will review and comment regarding compliance with the Zoning Ordinance. A written report will be sent to the Planning Commission, applicant and development staff.
- d. The Planning Commission will set a public hearing date for the Commission meeting when this proposal will be discussed.

Public Hearing

Special use proposal public hearing dates will be published in the newspaper, and notices will be mailed to all property owners and residents within three hundred (300) feet of the subject property.

Action by the Planning Commission

The Planning Commission is authorized to approve, approve with or without conditions or deny a special use permit. Approval shall be valid for one (1) year after the date of approval. The Commission may grant an extension provided evidence of unforeseen difficulties is apparent.



Charter Township of Monitor

TOWNSHIP APPLICATION FEE LIST
 UPDATED ON APRIL 24, 2017

PLANNING COMMISSION:

APPLICATION FOR:

Rezoning – per parcel	\$1,000.00
Ordinance Amendment	\$1,000.00
Special Use Permit	\$ 700.00
* Each Additional Site Plan Submitted for Review	\$ 600.00
Extension, prior to expiration	\$ 390.00
Site Plan Review	\$ 700.00
* Each Additional Site Plan Submitted for Review	\$ 600.00
Site Sketch Review	\$ 450.00
Special Planning Commission Meeting	\$ 750.00
Subdivision Review, first 20 lots or less	\$ 850.00
(Preliminary, Final Preliminary, and Final Plat) Each	\$ 850.00
Each lot in excess of 20 lots	\$ 8.00
Site Condo	\$1,000.00
Home Occupation when submitted with a site sketch	\$ 600.00
Enlargement of non-conforming structures 1 & 2 Family dwellings and their accessory structures when submitted with a site sketch (Sec. 16.05)	\$ 600.00
Additional fees for professional services of Township Attorney and/or Planner. Note*	ACTUAL COST

ZONING BOARD OF APPEALS:

Application for variance	\$ 250.00
Additional fees if Township Attorney and/or Planner is required. Note **	

LAND DIVISION APPLICATION + \$30 per each split	\$ 200.00
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APPLICATION FOR I.F.T.	\$ 350.00
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WIRELESS COMMUNICATIONS PERMIT:

Application	\$ 250.00
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CONSTRUCTION BOARD OF APPEALS:

Application for variance	\$ 500.00
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Note*. In the event the application requires additional services, these professional services will be billed to the applicant on an actual cost basis. Such charges must be paid prior to the issuance of any permits by the Township.

Note** Applications for variances or for appeals of administrative decisions generally do not require the services of the Township attorney or professional planner. In the event that, at the Township's sole discretion, any professional services are required by the Zoning Board of Appeals, the cost of such services will be billed to the applicant on an actual cost basis. Such charges must be paid prior to the issuance of any permits by the Township.

APPENDIX A

PLANNING COMMISSION PROCEDURES

The Planning Commission is the group responsible for reviewing and approving all applications for such things as site development plans, special use permits, subdivisions, and site condominiums submitted to the Township. The Commission also makes recommendations to the Township Board regarding other types of requests including subdivision proposals and rezonings.

Several rules of procedure have been adopted by the Commission in order to provide for a smooth flow of information and expedient processing. Those are as follow.

1. Regular meetings of the Planning Commission are usually held at 7:00 p.m. on the first Tuesday of each month unless that day is a holiday or election day. Meetings take place in the Township Hall at 2483 E. Midland Road. Please check with the Township for the precise date of a particular meeting.
2. All materials submitted for review by the Commission are due at the Township offices not less than fourteen (14) days in advance of a scheduled Commission meeting date.
3. Review fees, as set by the Township Board, must be paid at the time the proposal is submitted. The fees defray the costs of providing necessary notices and publications, holding meetings and professional review services for the proposal. A proposal will not be reviewed until the required fees have been paid. A copy of the Township fee schedule is included. However, fees are subject to change. The Township Clerk's office can provide current fee information.
4. A public hearing must be held before action on any request for items, such as rezoning, special use permit, site condominium or subdivision of land. The public hearing must always occur in advance of action on the request. If a request for site plan approval accompanies a special land use request, at its discretion, the Planning Commission may take action on the site plan at the same meeting where the special use is considered.
5. At the first regular meeting at which a proposal is considered, the Planning Commission will set the date for a public hearing. However, under exceptional circumstances, the Planning Commission Chair may set a public hearing date for the next regular meeting.
6. The Planning Commission reserves the right to amend the posted agenda to include other items to be appropriately considered by the Commission.
7. The Planning Commission shall endeavor to expeditiously complete review and take action on each request. However, the Commission reserves the right to limit the number of agenda items. If an excessive number of requests are received for a particular meeting, the Planning Commission reserves the right to place the remaining items not acted on before 10:00 p.m. on the next available Commission agenda.
8. Procedures have been established to guide the Planning Commission and the applicant through the various approval processes. These procedures place certain responsibilities upon the applicant.

PLANNING COMMISSION PROCEDURES

Compliance with all of the procedural requirements, as well as the Zoning Ordinance, Subdivision Control Ordinance and other applicable standards, will minimize delays and assure expeditious review of the plan.

9. The Township Planner shall provide review comments to the Planning Commission in advance of action on each request for approval. In some circumstances, the Township may also request review comments from the Township Engineer or Planning Commission Attorney. Copies of all review comments shall be made available to the applicant.
10. The proponent of a development proposal shall have the opportunity to present the request and additional supplemental information to the Commission in advance of final action on the request.
11. After consideration of information presented regarding site plans and special use permits, the Commission is authorized to approve, approve with conditions or deny such requests consistent with the standards of the Zoning Ordinance and other applicable regulations.
12. For rezoning requests and applications for subdivision of land, the Commission is authorized to make a recommendation for approval or denial of the requests. The Township Board has final authority to approve or deny requests for rezoning or subdivision of land.
13. The Planning Commission encourages discussion from all members of the audience. There may times when it is necessary for the Planning Commission Chair to limit comments from individual members of the audience in order to assure that all opinions are heard and a decision made in an expeditious fashion. Both the audience and the Planning Commission should strive for a thorough yet concise discussion of each topic.

Zoning Ordinance #52

Chapter III

General Provisions – Section 3.31

SPECIAL USE

SECTION 3.31 SPECIAL USE PERMITS
(As Amended by Ordinance 52-I, Adopted 8-28-2006)

(a) Upon receipt of an application for a special use permit, a notice that a request for a special use has been received shall be published in a newspaper which circulates in the Township and sent by mail or personal delivery to the owners of property for which approval is being considered, to all persons to whom real property is assessed within three hundred (300) feet of the boundary of the property in question, and to the occupants of all structures within three hundred (300) feet. The notice shall be given not less than fifteen (15) days before the date the application will be considered. If the name of the occupant is not known, the term “occupant” may be used in making notification. The notice shall:

- 1) Describe the nature of the special use request.
 - 2) Indicate the property which is the subject of the special use permit request. The notice shall include a listing of all existing street addresses within the property. Street addresses do not need to be created and listed if no such addresses currently exist within the property. If there are no street addresses, other means of identification may be used.
 - 3) State when and where the special use permit request will be considered.
 - 4) Indicate when and where written comments will be received concerning the request.
 - 5) Indicate that a public hearing on the special use permit request may be requested by any property owner or occupant of any structure located within three (300) hundred feet of the boundary of the property being considered for a special use.
- (b) At the initiative of the Planning Commission, or upon the request of the applicant for special use authorization, or a real property owner whose real property is assessed within three (300) hundred feet of the property, or the occupant of a structure located within three (300) feet of the boundary of the property being considered for special use, a public hearing, with notification as required for a notice of a request for special use permit approval, as provided in sub-section (a) above, shall be held before a discretionary decision is made on the special use permit request.

General Provisions

- (c) Before the Planning Commission issues a permit for a special use, the applicant shall submit a site development plan in accord with the provisions of Section 3.19.
- (d) The Planning Commission may deny, approve, or approve with conditions, a request for a special use permit. The decision on a special land use permit shall be incorporated in a statement containing the conclusions relative to the special use under consideration which specifies the basis for the decision, and any conditions imposed.