



FOUNDED 1862 • HEMLOCK

1180 N. Hemlock Rd. • Hemlock, Michigan 48626  
Phone 989-642-2097 • Fax 989-642-5882

**APPLICATION FOR SPECIAL USE PERMIT**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Property ID: 22-12-2-\_\_\_\_ - \_\_\_\_ - \_\_\_\_

Current Zoning \_\_\_\_\_

Address of Property: \_\_\_\_\_

Planned Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Office Use Only:</b>
Date Filed: ___/___/___
Fee: _____
Receipt No: _____
Received By: _____

*(Select one of the following)*

- I am the sole owner of the Parcel in Question
- I am a joint owner of the Parcel in Question and have authority to act for the other owners.
- I am not an owner but have legal authority to represent the owner or owners of the property.

List all other persons, firms, or organizations having a legal or equitable interest in the property:  
\_\_\_\_\_  
\_\_\_\_\_

***I acknowledge that my representative or I must appear before the Richland Township Planning Commission on a date to be determined and make a presentation covering all elements on the checklist and application.***

***By making this application, I authorize township officials to enter upon the property to gather information relating to this application.***

***I hereby certify that the information provided on this application is true and accurate to the best of my knowledge.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Special Use Permit Fee \$ 350.00.**

<b>Office use only:</b>	<b>Application Number:</b>
Application Reviewed by: _____	Date: _____ Hearing Date: _____

**Notice:** State law requires publishing public notices prior to a public hearing for Special Use Applications. Therefore, the township must receive a request at least four weeks prior to a regular Planning Commission meeting.

A site plan review is required for any special use other than for an Accessory Occupation or Accessory Use in a residential or agricultural district. The Zoning Administrator can require a site plan review for any special use. **A separate application for a site plan review must be filed.**

**The Following Documentation Must be Provided Before this Application can be Reviewed:**

1. Site plan or diagram of property showing all buildings and setbacks from property lines.
2. A copy of the legal description of the property.
3. A diagram showing the current zoning of the subject property and surrounding parcels if not included in the site plan.
4. Any additional documentation which the Zoning Administrator or Planning Commission feel is necessary to properly evaluate the proposal.

**Site Plan Checklist**

The applicant should be ready to discuss the following at the Planning Commission meeting:

- The subject property including location, size, existing buildings, road access, etc.
- The current or most recent use of the property
- The planned use for the property
- How the proposed site plan will affect surrounding properties and traffic patterns.

**The Special Use Permit Process**

1. The applicant files the Special Use Permit Application and required documentation with the Zoning Administrator and pays the required fee to the Township. Fees are non-refundable and payment of fees does not guarantee approval of your project.
2. The Zoning Administrator will review the documentation for completeness.
3. Once all required documentation is received a public hearing will be scheduled. Notice of the meeting will be published and owners of surrounding properties will be notified by mail.
4. On the date specified, the Planning Commission will hold the public hearing as part of its normal session. During the public hearing, the applicant will be expected to present his proposal for the special use to the Commission. Following this presentation, comments on the special use will be solicited from anyone present and any written comments will be considered. The commission will not discuss or vote on the application during the public hearing. The vote will be taken during the regular session of the commission.
5. Once all comments have been received, the Chairman will close the public hearing and convene the regular session. The commission will proceed per the agenda, handling routine business before considering the site plan and special use application. The site plan will be considered first. If the site plan is denied, the special use shall still be considered with the condition that site plan approval be obtained. After discussion, a vote will be taken. The application will be either approved, denied, or approved with conditions. The application may also be tabled pending additional information.
6. The Zoning Administrator will provide formal notification of the action taken by the Planning Commission within 7 days of the hearing.