

ISABELLA COUNTY
Application for Special Use Permit

Applicant:

Name _____ Owner/Agent/Other interest (circle one)

Address _____

Phone _____ Fax _____

Property Owner: (if different from applicant)

Name _____

Address _____

Phone _____ Fax _____

Property Location:

Township _____ Section _____ Zoning District _____

Address _____

Tax I.D. Number _____

Description of Project and Proposed Use: _____

Signature of Applicant

Date

Optional: I hereby grant permission for members of the Isabella County Planning Commission and Zoning Administrator to enter the above described property for the purposes of gathering information related to this application.

Signature of Applicant

Date

NOTE: All information received by this department is subject to the Freedom of Information Act. Under this Act, persons are allowed to request copies of said information. This includes, but not limited to, all copyrighted drawings/blueprints.

Office Use Only

File No. _____ Fee \$175.00 Check # _____ Receipt No. _____

Date Application Received _____ Application Received By _____

Legal Description Attached? YES NO Site Plan Attached? YES NO

Applicable Ordinance Section(s) _____

ISABELLA COUNTY INSTRUCTIONS FOR SPECIAL LAND USE APPLICANTS

Special land uses are those uses of land which require individual review and restriction in order to ensure compatibility with the land use of the surrounding area. Applications for Special Land Use Permits shall be submitted to the County Zoning Official accompanied by a site plan (in duplicate of 12) as specified in Section 21.03 of the Zoning Ordinance plus a legal description of the property and a fee of \$175.00.

The following questions need to be answered in order to establish compliance with the general requirements for all special land uses:

1. Is the special use allowed within the site's zoning district and does the use agree with the County's comprehensive plan?
2. Will the proposed use be detrimental to adjacent properties or land uses?
3. How will the proposed use be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and surrounding areas?
4. Will any hazard to adjacent property be generated by the special use or will it involve uses, activities, materials or equipment which will be detrimental to the health, safety or welfare of persons or property due to traffic, noise, smoke, odor, fumes or glare?
5. Does the special use require and have an appropriate and adequate waste handling system? If so, can person(s) responsible for the proposed special use demonstrate that the Central Michigan District Health Department has approved such a system or facility for continual use?
6. Will the special use need to be conducted before 8:00 a.m. or after 8:00 p.m.? If yes, why?

In addition to general requirements for special land uses, there are design standards specific to the type of special use which must also be met. Each special use must comply with the appropriate design standards. These standards are available from the Zoning Official.

NOTE: Upon receipt of the properly completed application, a date will be set for a public hearing on the request before the Planning Commission. Notice will be placed in a newspaper published in the County and will also be mailed to the applicant and the owners and occupants of all property within 300 feet of the boundary of the requested property. **Your completed application must be received by the department of Community Development at least twenty-one (21) days prior to the Planning Commission meeting which is normally held on the second Thursday of every month at 7:00 p.m.** You will receive notice of the public hearing by mail, and you or a representative will be expected to attend the meeting.

Within a reasonable time following the public hearing, the Planning Commission may deny, approve or approve with conditions, requests for special use permits.

Following approval by the Planning Commission, the Zoning Official will issue a Special Use Permit to the applicant. The permit shall become valid 21 days after the date of the approval.

Within 21 days following the decision on a special use application, the applicant or any aggrieved party may appeal the decision of the Planning Commission to the Zoning Board of Appeals.

SECTION 11.04 SITE PLAN REQUIREMENTS

Each site plan submitted shall contain the following information, unless specifically waived by the planning commission, in whole or in part;

SITE PLAN REQUIREMENTS
The date, north arrow, and scale. The scale shall be not less than 1" = 20' for property under three acres and at least 1" = 100' for those three acres or more
All lot and/or property lines are to be shown and dimensioned, including building setback lines on corner lots
The location and height of all existing and proposed structures on and within 100' of the subject property's boundary
The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas (show dimensions of a typical parking space), unloading areas, recreation areas, common use areas, and areas to be conveyed for public use and purpose
The location and pavement width and right-of-way width of all abutting roads, streets, alleys or easements
The name and address of the individual or firm responsible for the preparation of the site plan
The name and address of the property owner or petitioner
A locational sketch drawn to scale
The respective zoning abutting the subject property
The location, height and types of fences, walls and landscaping
Size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems
The location and size of all surface water drainage facilities
For multiple family and manufactured home communities, contour intervals shall be shown (two foot intervals for average slopes ten percent and under, five foot intervals for slopes over ten percent). Topography, however, is encouraged to be shown on all site plans (08-03 Eff. June 2, 2008)