

**ISABELLA COUNTY**  
**Application for Special Use Permit**

**Applicant:**

Name \_\_\_\_\_ Owner/Agent/Other interest

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner:** (if different from applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Property Location:**

Township \_\_\_\_\_ Section \_\_\_\_\_ Zoning District \_\_\_\_\_

Address \_\_\_\_\_

Tax I.D. Number \_\_\_\_\_

**Description of Project and Proposed Use (Attach additional pages if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**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 \$350.00 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 Administrator accompanied by a site plan (in duplicate of 11) as specified in Section 11.04 of the Zoning Ordinance including a legal description of the property and a fee of \$350.00.

In addition to general requirements for special land uses (Section 12.03), there are design standards specific to the type of special use which shall also be met (Section 12.05). Each special use shall comply with the appropriate design standards.

Upon receipt of the complete 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 is required to be received AND reviewed by the Community Development department no later than twenty-one (21) days prior to the Planning Commission meeting. The Planning Commission normally meets on the second Thursday of every month at 7:00 p.m.**

You will receive notice of the public hearing by mail. While you and/or your representative are not required to be present at the public hearing, it is strongly recommended that you attend. During the public hearing, you will be given an opportunity to address the Planning Commission. During this time, you may reinforce your justification for the special land use and/or provide any additional relevant information to the Planning Commission

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

Following approval by the Planning Commission, the Zoning Administrator 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.

Complete information surrounding Special Land Uses can be found in Article 12 of the Isabella County Zoning Ordinance. The zoning ordinance is available on the Community Development page of the Isabella County website ([www.isabellacounty.org](http://www.isabellacounty.org)). You may also obtain a digital copy by contacting the Zoning Administrator.

## SECTION 12.03 GENERAL REQUIREMENTS FOR SPECIAL LAND USES

The general requirements for all special land uses are as follows:

- A. Whether the proposed development is in general agreement with the County's adopted Comprehensive Plan.
- B. Whether the density or use characteristics of the proposed development are detrimental or could be considered to be significantly detrimental to adjacent properties and land uses.
- C. The special land use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area.
- D. The special land use shall not be hazardous to adjacent property or 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.
- E. The special land use shall be adequately served by essential public facilities and services; or it shall be demonstrated that the person responsible for the proposed special use shall be able to continually provide adequate services and facilities deemed essential to the special use under consideration. Said facilities or services shall be approved by the Central Michigan District Health Department.
- F. No special use shall be conducted between the hours of 8 p.m. and 8 a.m. unless otherwise approved by the planning commission. **(89-05 Eff. January 26, 1990)**

## 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;

<b>SITE PLAN REQUIREMENTS</b>
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 <b>(08-03 Eff. June 2, 2008)</b>