

BOWNE TOWNSHIP
PO Box 35, 8240 Alden Nash Road, Alto, Michigan 49302
Ph. 616-868-6846 Fax 616-868-0110
<http://www.bownetwp.org>

SPECIAL LAND USE REVIEW PROCESS

1. Application Form and Fee Schedule

Special Land Use Fee \$ _____
plus
Escrow Fee Minimum \$ _____

An application form and fee schedule for special land use review can be obtained from the Township Offices. The application fee covers the cost of advertising the public hearing, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. The escrow fee covers the cost of the services provided by professional consultants retained by the Township to assist in analyzing the Special Land Use request.

2. Meeting Dates

The Bowne Township Planning Commission meets on the first Thursday of each month and also at special meetings called by the Planning Commission at 7:00 PM at the Historic Bowne Township Hall, 8240 Alden Nash Road, Alto, Michigan 49302.

3. Processing Period

A special land use permit application usually takes approximately 60 days to process.

4. Information to be Submitted by the Applicant

The applicant shall submit an application for special land use review (Application for Development Review), along with an application fee, an escrow deposit, twelve (12) copies of a complete site plan that contains all required information as listed within Section 18.03 and 18.05 of Article 18 Site Plan Review, and as required by any other applicable sections of the Bowne Township Zoning Ordinance. All special land use review application materials must be submitted to the Township Clerk **30 calendar days prior to the next scheduled regular Planning Commission meeting**. Complete special land use applications, including scaled drawings on 24 x 36-inch sheets, must also be delivered to the Township Planner and Township Engineer **30 calendar days prior to the next scheduled regular Planning Commission meeting**. Special land use applications that do not comply with submission requirements will not be reviewed and no action will be taken by the Planning Commission until the deficiencies are corrected.

5. Prior to final special land use approval, the applicant must submit to the Township in writing any approvals necessary from state or local agencies such as the Kent County Road

Commission; Kent County Health Department; the Michigan Department of Environment, Great Lakes, and Energy (EGLE); and Michigan Department of Transportation.

6. Application Procedures

Whenever an application is filed for a special land use permit, the following steps are taken in processing the application:

- (1) The application and site plans are submitted to the Township Clerk or the Clerk's representative along with the required fee(s) at least **30 calendar days** prior to the meeting at which the Planning Commission considers the application. The application must be signed by the applicant and owner(s) of the property for which the application has been submitted.

A copy of the request will be forwarded to the Township Planning and Engineering Consultants for review and comment. Written comments prepared by the Township Planner and Engineering Consultant will be provided to the Planning Commission one week prior to the scheduled meeting. It is the applicant's responsibility to obtain a copy of the review comments from the Township Clerk. Contact Information is as follows:

Sandra Kowalczyk	Bowne Township Clerk	(616) 868-6846
Jan Johnson, AICP	MainStreet Planning Company, Planning Consultant	(616) 649-3846
Mike Oezer, P.E.	Progressive AE Engineering Consultant	(616) 361-2664

- (2) Upon review of the application for a special land use, the Planning Commission may, after review of the application, set a public hearing date.
- (3) Notice of the public hearing shall be published according to the requirements of Section 14.02 C. and Section 21.04. The notice is published in a newspaper of local circulation. Property owners and occupants of structures within three hundred (300) feet of the boundary of the property under consideration will be notified of the public hearing by mail or personal delivery. The notice of the public hearing must be given at least 15 days before the public hearing.
- (4) The public hearing is held by the Planning Commission. At the public hearing, the applicant and others in attendance are provided an opportunity to speak on the request for a special land use permit. The applicant or a representative must be present at the meeting or the matter will not be considered and review will be delayed until the next scheduled Planning Commission meeting.
- (5) Following the public hearing or at a subsequent meeting, the Planning Commission shall vote to approve, approve with conditions, deny, modify, or table the special land use request and site plan approval request. The Township Board is not involved in deciding special land use requests.

If the Planning Commission requires changes or additions to be made to a proposal, or other information be submitted for further review at a subsequent meeting, the applicant must submit all information at least 21 calendar days prior to the subsequent meeting.

- (6) Site plan review content and standards for approval are found in Sections 18.03, 18.05 & 18.07 of the Bowne Township Zoning Ordinance.
- (7) Action taken on a request for a special land use must be recorded in a written statement of findings. The decision of the Planning Commission is final and may not be appealed to the Zoning Board of Appeals.
- (8) Following approval of the special land use and site plan, an applicant may apply for a building permit at the Township office.

SPECIAL LAND USE REVIEW STANDARDS

The Planning Commission will review a Special Land Use request and consider the particular circumstances in terms of the following general standards found in Section 14.03 of the Bowne Township Zoning Ordinance and other standards specific to the use proposed. The Planning Commission may approve a Special Land Use only upon finding compliance with each of the standards, as well as any applicable requirements established elsewhere in this Ordinance. Please respond to each of these general standards listed below:

- 1. The Special Land Use shall be designed, constructed, operated, and maintained in a manner harmonious with the character of adjacent property.

- 2. The Special Land Use shall not impair the essential character of the surrounding area.

- 3. The Special Land Use shall not be hazardous to the adjacent property or involve uses, activities, materials, or equipment that will be detrimental to the health, safety, and welfare of persons.

- 4. The Special Land Use shall not place demands on public services and facilities in excess of current capacities.

- 5. The Special Land Use is in general agreement with the current Bowne Township Master Plan.

In reviewing your request, the Planning Commission may impose reasonable conditions with the approval that are necessary to ensure compliance with general or specific standards or any other applicable requirements contained in the Zoning Ordinance. In addition, the Planning Commission may require, as a condition of approval, a financial guarantee to ensure the construction of improvements required as a condition of approval (Section 14.04).