

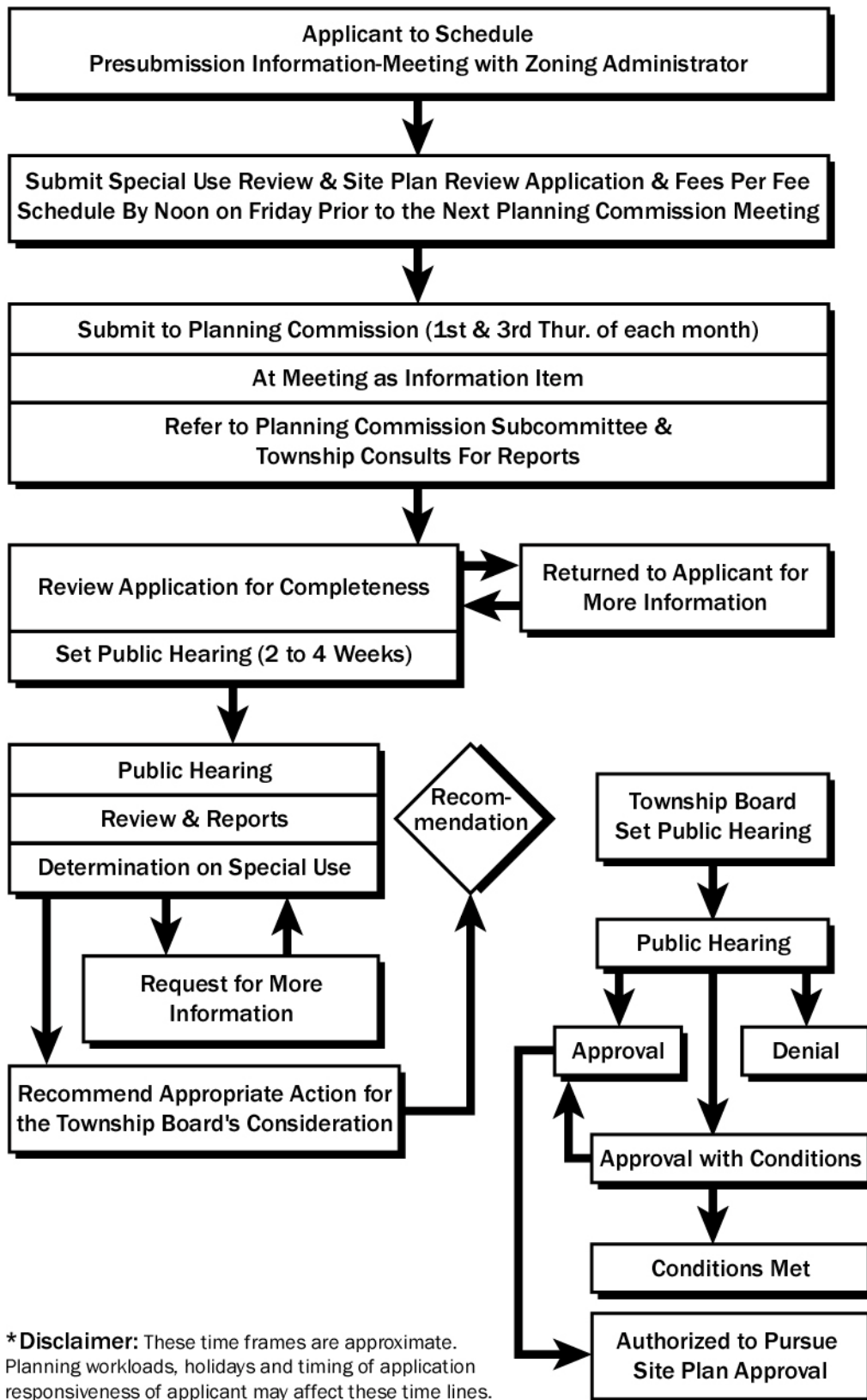


Special Use Approval Process Diagram

- Notify Highland Township Planning Department that a Special Use Application is being filed.
- Schedule a meeting with the Zoning Administrator for additional information.
- Complete the Special Use Request Application and submit application fee (see fee schedule). Note that a complete site plan is required in support of the Special Use Application. Typically, the site plan review application is submitted simultaneously, although final action on the site plan cannot be taken until the Township Board has approved the Special Land Use.
- The Zoning Administrator will distribute the application to the Planning Commission at a regularly scheduled meeting. Meetings are held on the 1st & 3rd Thursdays of each month (check with the Planning Department to verify date and time). The site plan application will be presented as an information item and the Planning Commission Subcommittee, Planning Department Staff & Township Consultants will be authorized to prepare their reports.
- At the next meeting of the Planning Commission Subcommittee, Staff & Consultants will review the application for completeness and report on surrounding conditions and zoning issues. (The applicant should be at this meeting and all subsequent meetings)
- After reviewing the application, staff and consultant reports, the Planning Commission will make one of two decisions:
 - Decision 1: At this point, the application may be returned to the applicant for any necessary information. Planning Department Staff will work with the applicant to reschedule the project for further review by the Planning Commission once the requested information is resubmitted.
 - Decision 2: Set for public hearing (2 to 4 weeks).
- Public hearing is held on the special use, After discussing the issues, the Planning Commission will make one of three decisions:
 - Decision 1: The matter is tabled for 2 to 4 weeks so the Planning Commission may consider public comment,
 - Decision 2: A request for additional information can be made, which would require the applicant to submit that information. The Planning Department Staff will work with the applicant to reschedule the project for further review by the Planning Commission once the requested information is resubmitted.
 - Decision 3: A motion is made by the Planning Commission to either deny or recommend that the application be accepted and then the application is sent to the Township Board for their review.
- When the application is forwarded to the Board of Trustees, it will typically be introduced at the next regular meeting of the Board. The Board will schedule a public hearing.
- After the Township Board holds a public hearing, the Board will make one of four decisions:
 - Decision 1: At this point, the application may be returned to the applicant for any necessary information. Planning Department Staff will work with the applicant to reschedule the project for further review by the Township Board once the requested information is resubmitted,
 - Decision 2: Approval is granted. This allows the applicant to pursue site plan approval,
 - Decision 3: Approval with conditions. The conditions must be met, then the approval is granted, and the applicant can pursue site plan approval.
 - Decision 4: The Township Board denies the application and all further reviews cease.
- If the special use is approved, the Planning Commission sets a meeting for site plan review. Please refer to the process for Site Plan Review.

NOTE: TIME LINES ARE APPROXIMATE. MANY FACTORS CAN AFFECT SCHEDULING OF REVIEW SESSIONS AND PUBLIC HEARINGS, INCLUDING HOLIDAYS, WORK LOAD FOR THE BOARDS AND COMMISSIONS, AND APPLICANT RESPONSIVENESS TO RESUBMITTAL REQUIREMENTS.

SPECIAL USE APPROVAL - PROCESS DIAGRAM



***Disclaimer:** These time frames are approximate. Planning workloads, holidays and timing of application responsiveness of applicant may affect these time lines.



- Site Plan Review
- Rezoning
- Use Requiring Special Approval
- Land Division
- Land Division & Combination
- Road Profile
- Other

PLAN REVIEW APPLICATION

Highland Township Planning Department, 205 N. John St, Highland, Michigan 48357 (248) 887-3791 Ext. 2

Date Filed: _____ Fee: _____ Escrow: _____ Case Number: _____

NOTICE TO APPLICANT AND OWNER

BY SIGNING THIS APPLICATION, THE APPLICANT AND OWNER ACKNOWLEDGE ONE OR THE OTHER OR BOTH ARE RESPONSIBLE FOR ALL APPLICATION AND CONSULTANT FEES THAT ARISE OUT OF THE REVIEW OF THIS REQUEST THE OWNER ALSO AUTHORIZES THE TOWNSHIP TO PLACE A SIGN ON THE PROPERTY, IF NECESSARY, TO INFORM THE PUBLIC OF THE PENDING MATTER BEING REQUESTED.

REQUIRED COPIES OF PLANS

INITIAL REVIEW: 2 HARD COPIES OF PLANS AND .PDF COPY OF PLANS
 CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES AND .PDF COPY

1. APPLICANT INFORMATION

NAME: _____
 ADDRESS: _____

 PHONE: _____
 EMAIL: _____

OWNER INFORMATION

NAME: _____
 ADDRESS: _____

 PHONE: _____
 EMAIL: _____

2. PROPERTY INFORMATION

ADDRESS OR ADJACENT STREETS: _____
 LOT WIDTH: _____ LOT DEPTH: _____ LOT AREA: _____
 PARCEL IDENTIFICATION NUMBER(S): _____

3. PROJECT INFORMATION

PROJECT NAME: _____
 PRESENT ZONING: _____ PROPOSED ZONING: _____
 PRESENT USE: _____ PROPOSED USE: _____

APPLICANT

SIGNATURE: _____
 PRINT NAME: _____

On the ___ day of _____, _____ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan
 County Of Oakland

Notary Public: _____

OWNER

SIGNATURE: _____
 PRINT NAME: _____

On the ___ day of _____, _____ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan
 County Of Oakland

Notary Public: _____

• If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this cover sheet will be considered the official designee for the group and all correspondence will be addressed to this person.

• A notarized letter giving the Applicant authorization to represent the Owner is also permitted in lieu of a signature on this application. The person signing this cover sheet, however, will be considered the official designee for the Owner and all correspondence will be addressed to this person.