

RILEY TOWNSHIP

GUIDE TO SPECIAL APPROVAL USES

A. APPLICATION FORM AND FEE

The Special Approval Use Application/Permit form should be obtained from the Township Clerk. The applicant should return nine (9) completed copies of the form and the required site plan drawings at least seven (7) days prior to a regular meeting of the Planning Commission. The applicant is encouraged to use the site plan checklist and is expected to be familiar with all applicable section of the Zoning Ordinance, particularly Section 913 and Article 11. The completed application must be accompanied by the required fee, as established by the Township Board.

B. PLANNING COMMISSION REVIEW AND PUBLIC HEARING

If the application for special approval is complete and received at least 7 days prior to the next regular Planning Commission meeting, it will be placed on the agenda for consideration. The applicant will be allowed to present his proposal and plans to the Commission for their review. The Commission will schedule a public hearing on the special approval request, give notice of the hearing in the newspaper and by regular U.S. Mail to the applicant and all owners and occupants within 300 feet. The Commission may transmit copies of the plans to the Township Planner, Engineer, Attorney and/or Fire Department for review, as necessary.

C. ACTION BY THE PLANNING COMMISSION

After the public hearing is held, the Planning Commission will study the application and plans, comments of interested persons at the hearing, and any reports received from the Planner, Engineer, Attorney and/or Fire Chief and will issue or deny the issuance of a Special Approval Use Permit at a regular or special meeting. Only the Planning Commission has the authority to approve or deny the special approval use, as provided for in the Zoning Ordinance.

**RILEY TOWNSHIP**  
**SPECIAL APPROVAL USE APPLICATION CASE#:** \_\_\_\_\_

In accordance with the Riley Township Zoning Ordinance #33, as amended, Special Approval Uses requires the submission of a site plan to the Planning Commission for review and approval. Ten (10) copies of the site plan and this application form shall be submitted to the Township Clerk or Township Offices at least fourteen (14) days prior to the next regular scheduled meeting of the Planning Commission.

**APPLICANT'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PROPERTY ID #** 74-29\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ **COMMON DESCRIPTION OF PROPERTY:** (Address of property) \_\_\_\_\_

**COMPLETE LEGAL DESCRIPTION:** (On the reverse side or on the Site Plan)  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED USE OF LAND:** (Describe nature of the request and the Section Number of Ordinance) \_\_\_\_\_  
\_\_\_\_\_

**SEE SECTION 913: SITE PLAN REQUIREMENTS**

The undersigned deposes that the foregoing statements, answers, and accompanying information are true and correct.

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\* Note: All legal owners must sign; also if Applicant is not legal owner a notarized affidavit From the legal owner(s) giving applicant the authority To act as their agent must be included with application.

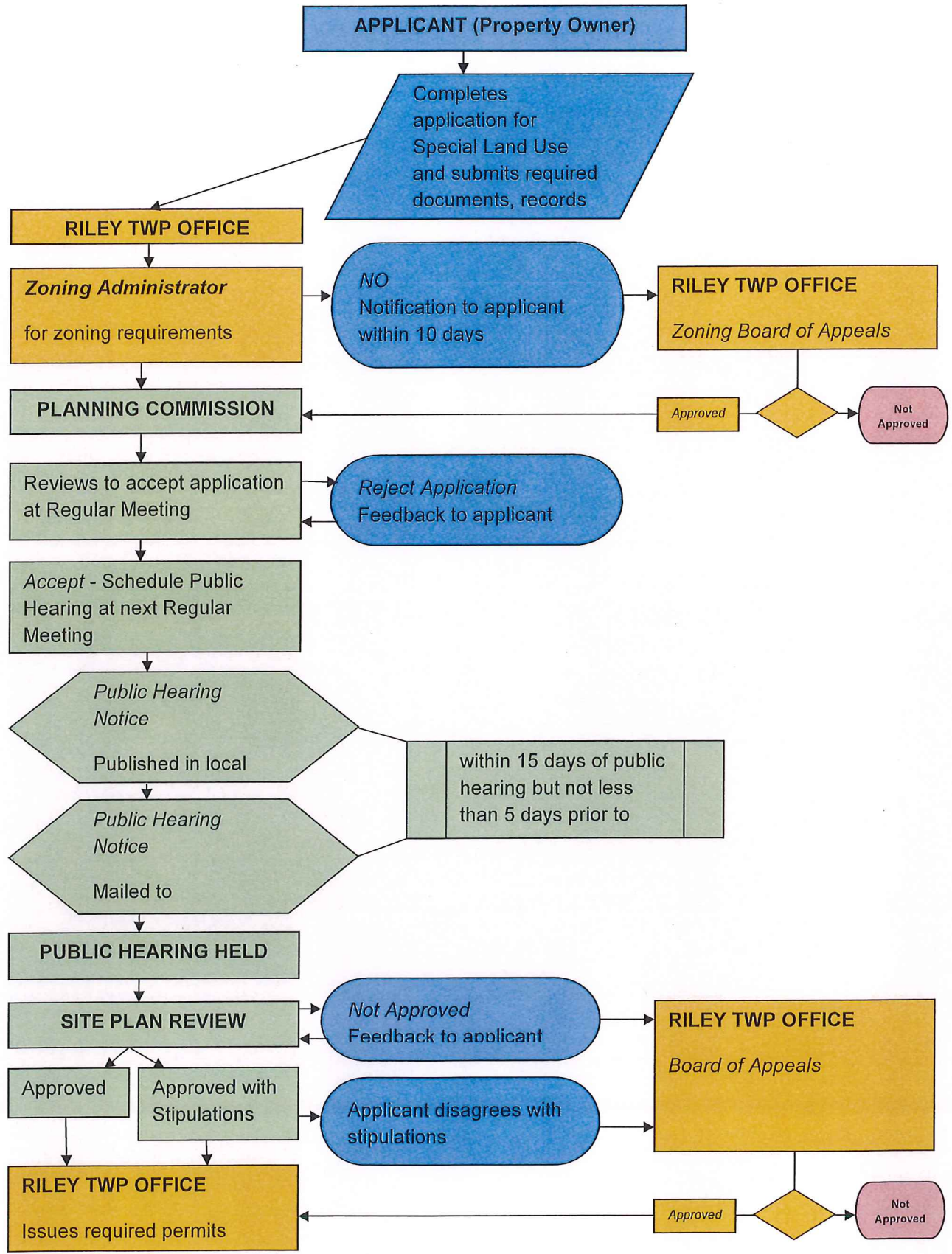
~ ~ ~ FOR PLANNING COMMISSION/OFFICE USE ONLY ~ ~ ~

\_\_\_\_\_ DENIED  
\_\_\_\_\_ APPROVED  
\_\_\_\_\_ APPROVED WITH STIPULATIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

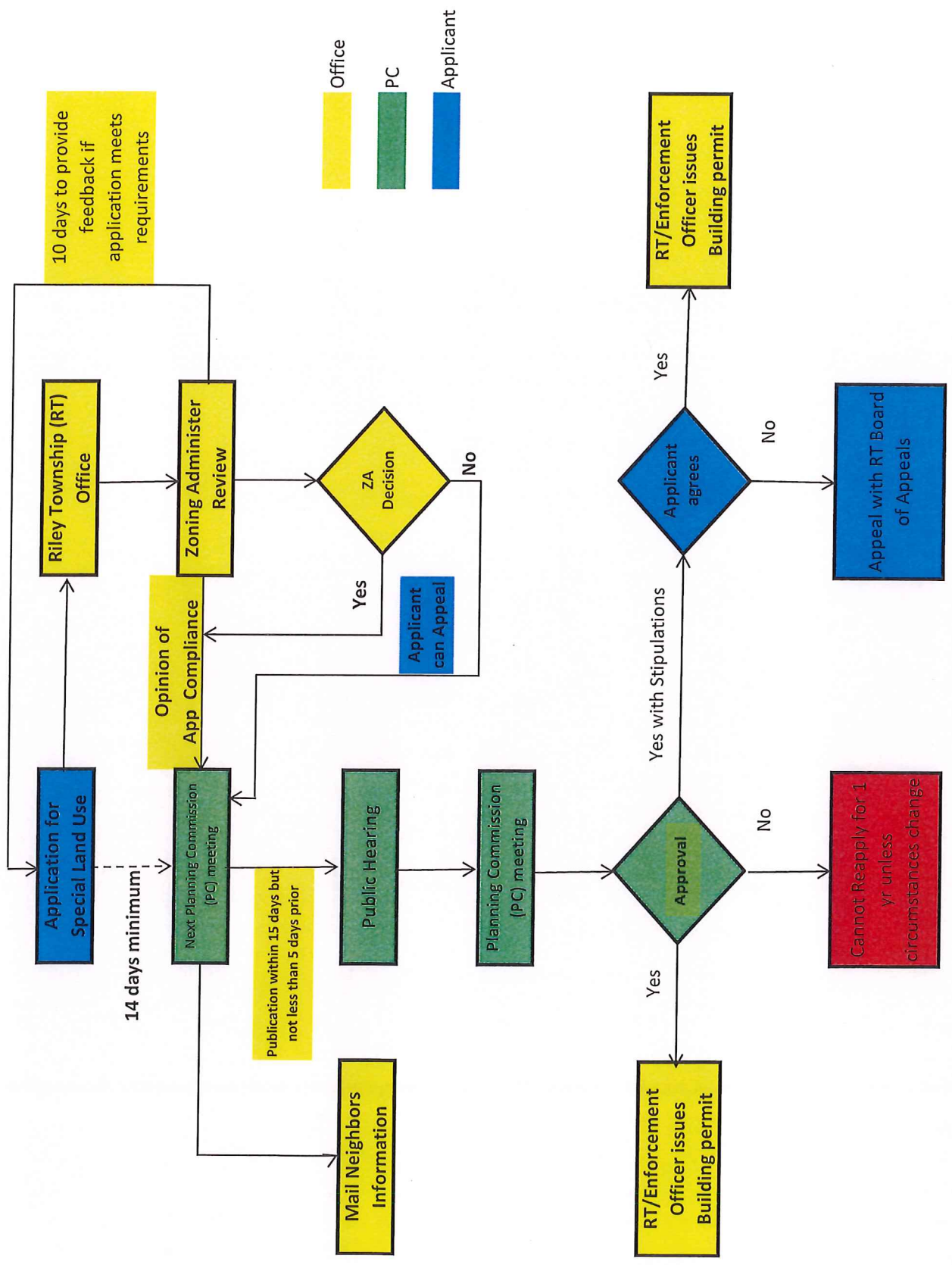
Date of Public Hearing: \_\_\_\_\_  
Riley Township Planning Commission Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairman

# Special Use Process Flowchart



FOR REFERENCE ONLY - see Ordinance 33 for policy



10 days to provide feedback if application meets requirements

14 days minimum!

Publication within 15 days but not less than 5 days prior

- Office
- PC
- Applicant

Cannot Reapply for 1 yr unless circumstances change