

RILEY TOWNSHIP - ST. CLAIR COUNTY

ARTICLE XI
PLANNING COMMISSION – SPECIAL APPROVAL USES

SECTION 1102. APPLICATION PROCEDURES AND FEES:

1. An application for the Special Land Use permit shall be made to the Planning Commission by submitting to the Township Clerk and/or the Riley Township Offices a minimum of fourteen (14) days prior to the next scheduled Planning Commission Meeting. Each application shall be accompanied by the payment of the fees and deposits in accordance with the adopted schedule of fees by the Riley Township Board, to cover the costs of processing the application.
2. Upon receipt of any Special Land Use application, the Zoning Administrator or their designee shall review it to determine whether it contains the required information, complies with the applicable Township Ordinances and demonstrated the adequacy of utility service.

Within ten (10) business days following the submission of the Special Land Use application, site plan and required documents, the Zoning Administrator or their designee shall give preliminary approval or disapproval on such Special Approval Use and Site Plan based on the criteria of Special Approval Use permit application and notify the applicant of their recommendation in writing. This notification shall include any change or modifications in the proposed special approval use and/or site plan as are needed to achieve conformity with the standards specified in this Ordinance. The applicant may appeal any such denial to the Planning Commission.