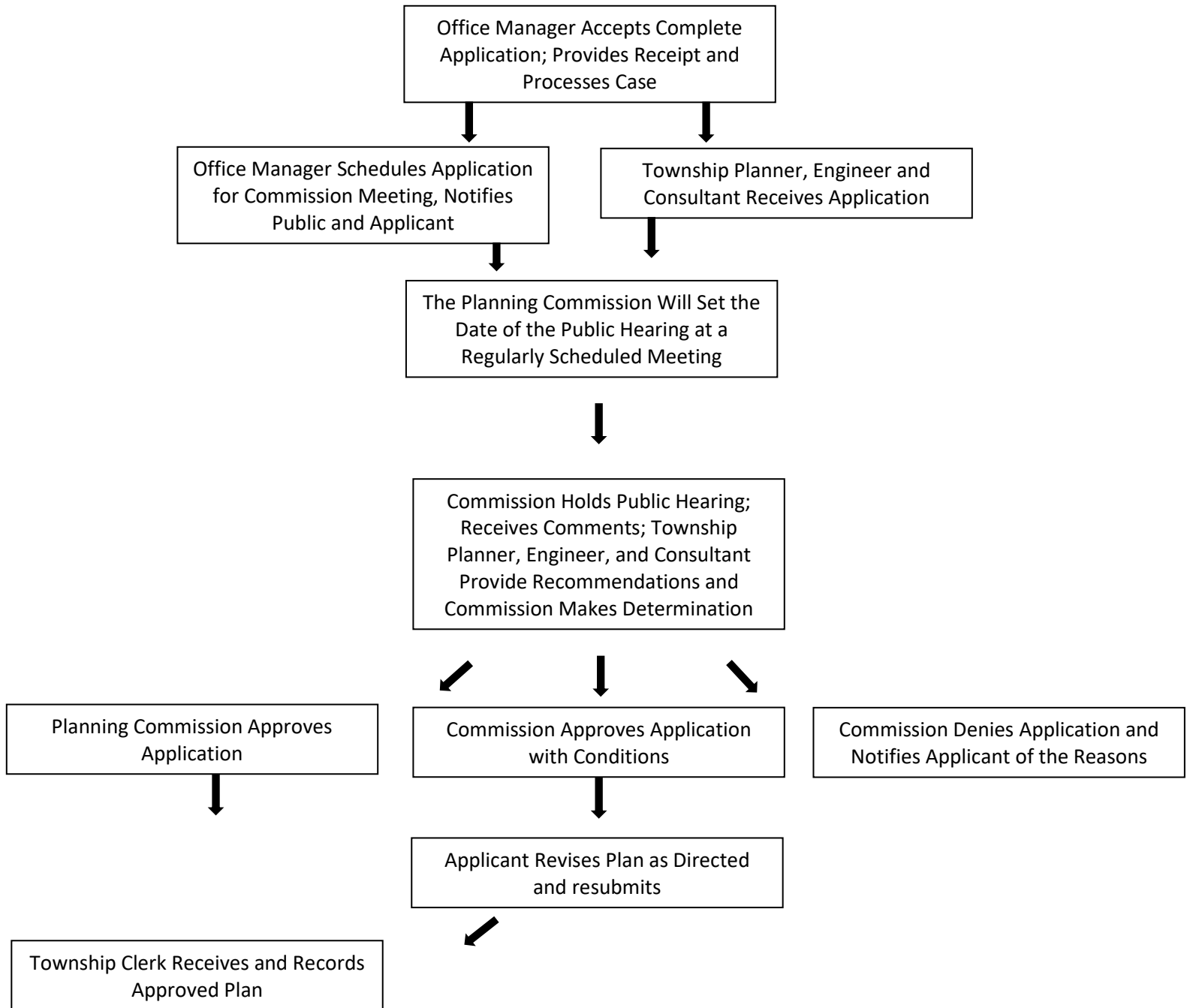


Special Use Approval Process



Special Use Approval

Any construction or use designated as a special use by the Zoning Ordinance is subject to special use approval. Examples of "special" uses include:

- Churches;
- Automobile repair garage in a light industrial zoning district;
- Location of a funeral home within the Local Commercial District; or
- Development of a pond under most circumstances

Instructions

An application is included in this manual. The applicant or authorized representative is required to submit all information to the Monitor Township Clerk, fourteen (14) days before the Planning Commission Meeting at which the review is requested. The following must be submitted in order for the review process to begin:

- Fourteen (14) completed and signed copies of the application for special use approval;
- Five (5) individual folded copies of the site plan (9 more will be needed when reviews say that it is ready to go before Planning Commission);
- One (1) digital copy of the site plan
- The required review fee

Review

Upon submission of a complete application:

- a. Proposals will be placed on a Planning Commission agenda for review.
- b. Proposals will be forwarded to the Township officials including the planner, and if necessary the engineer.
- c. The Township Planner will review and comment regarding compliance with the Zoning Ordinance. A written report will be sent to the Planning Commission, applicant, and development staff.
- d. The Planning Commission will set a public hearing date for the Commission meeting when this proposal will be discussed

Public Hearing

The Planning Commission is authorized to approve with or without conditions, or deny a special use permit. Approval shall be valid for one (1) year after the date of approval. The Commission may grant an extension if provided evidence of unforeseen difficulties is apparent.



Charter Township of Monitor

TOWNSHIP APPLICATION FEE LIST
UPDATED ON MAY 2, 2023

PLANNING COMMISSION

APPLICATION FOR:

Rezoning – per parcel	\$1000.00
Ordinance Amendment	\$1000.00
Special Use Permit	\$ 700.00
*Required Site Plan Review for Special Use Permit	\$ 700.00
*Each Additional Site Plan Submitted for Review	\$ 600.00
Extension, prior to expiration	\$ 390.00
Site Plan Review	\$ 700.00
*Each Additional Site Plan Submitted for Review	\$ 600.00
Site Sketch Review	\$ 450.00
Special Planning Commission Meeting	\$ 750.00
Subdivision Review, First 20 Lots or Less	\$ 850.00
Preliminary, Final Preliminary, and Final Plat (Each)	\$ 850.00
Each Lot in Excess of 20 Lots	\$ 8.00
Site Condo	\$1000.00
Home Occupation when Submitted with a Site Sketch	\$ 600.00
Enlargement of Non-conforming Structures 1 & 2 Family Dwellings and their Accessory Structures when Submitted with a Site Sketch (Sec. 16.05)	\$ 600.00
Additional Fees for Professional Services of Township Attorney and/or Planner. Note*	ACTUAL COST

Planning Commission Procedures

The Planning Commission is the group responsible for reviewing and approving all applications for such things as site development plans, special use permits, subdivisions, and site condominiums submitted to the Township. The Commission also makes recommendations to the Township Board regarding other types of requests including subdivision proposals and rezonings.

Several rules of procedure have been adopted by the Commission in order to provide for a smooth flow of information and expedient processing. Those are as follow.

1. Regular meetings of the Planning Commission are usually held at 7:00pm on the first Tuesday of each month unless that day is a holiday or election day. Meetings take place in the Township Hall at 2483 E. Midland Road. Please check with the Township for the precise date of a particular meeting.
2. All materials submitted for review by the Commission are due at the Township offices not less than fourteen (14) days prior to a scheduled Commission meeting date.
3. Review fees, as set by the Township Board, must be paid at the time the proposal is submitted. The fees defray the costs of providing necessary notices and publications, holding meetings and professional review services for the proposal. A proposal will not be reviewed until the required fees have been paid. A copy of the Township fee schedule is included. However, fees are subject to change. The Township Clerk's office can provide current fee information.
4. A public hearing must be held before action on any request for items such as rezoning, special use permit, site condominium, or subdivision of land. The public hearing must always occur in advance of action on the request. If a request for a site plan approval accompanies a special land use request, at its discretion, the Planning Commission may take action on the site plan at the same meeting where the special use is considered.
5. At the first regular meeting at which a proposal is considered, the Planning Commission will set the date of a public hearing. However, under exceptional circumstances, the Planning Commission Chair may set a public hearing date for the next regular meeting.
6. The Planning Commission reserves the right to amend the posted agenda to include other items to be appropriately considered by the Commission.
7. The Planning Commission shall endeavor to expeditiously complete review and take action on each request. However, the Commission reserves the right to limit the number of agenda items. If an excessive number of requests are received for a particular meeting, the Planning Commission reserves the right to place the remaining items not acted on before 10:00pm on the next available Commission agenda.

8. Procedures have been established to guide the Planning Commission and the applicant through the various approval processes. These procedures place certain responsibilities upon the applicant.

Planning Commission Procedures

Compliance with all of the procedural requirements, as well as the Zoning Ordinance, Subdivision Control Ordinance and other applicable standards, will minimize delays and assure expeditious review of the plan.

9. The Township Planner shall provide review comments to the Planning Commission in advance on each request for approval. In some circumstances, the Township may also request review comments from the Township Engineer or Planning Commission Attorney. Copies of all review comments shall be made available to the applicant.
10. The proponent of a development proposal shall have the opportunity to present the request and additional supplemental information to the Commission in advance of final action on the request.
11. After consideration of information presented regarding site plans and special use permits, the Commission is authorized to approve, approve with conditions or deny such requests consistent with the standards of the Zoning Ordinance and other applicable regulations.
12. For rezoning requests and applications for subdivision of land, the Commission is authorized to make a recommendation for approval or denial of the requests/ The Township Board has final authority to approve or deny requests for rezoning or subdivision of land.