



Office of Planning and Zoning
2982 S. Pleasantview Rd, Harbor Springs. MI 49740
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www.pleasantviewmi.gov
(231) 526-8140

SPECIAL LAND USE APPLICATION PROCEDURES

1. Applicants are encouraged to hold a pre-application meeting with the Zoning Administrator to discuss the project and the review process. The Zoning Administrator will identify the specific requirements for special land use review at that time.
2. Applicant completes the Special Land Use Application, provides the review fee (\$150) and all supporting documentation required, including a detailed Site Plan. (See Sections 6.02 and 5.03) Applications will not be forwarded to the Planning Commission until they are deemed complete by the Zoning Administrator.
3. Upon receipt of completed application, all required documentation and fee(s), the public meeting date will be set.
4. Applicant stakes property corners and the locations of proposed uses, if the facilities do not already exist.
5. The Township will send notices to all property owners, as listed on the current tax roll, within three hundred (300) feet of subject property.
6. The Planning Commission will hold a public meeting or hearing to take public comments and review the documentation to determine compliance with the Zoning Ordinance. The Planning Commission may approve, approve with conditions, or deny based on findings of fact. The Planning Commission may also choose to postpone the decision, which is typically done if more information is needed, such as a legal opinion, or they feel more time is necessary.
7. Applicants must complete the construction of, or substantially begin, an approved use within 24 months starting on the day approval is granted by the Planning Commission. (Section 6.02.4.J.1 Expiration of Special Use Permit)



Date Rec'd: _____	Case #: _____
Fee Rec'd: _____	Receipt #: _____

SPECIAL LAND USE REVIEW APPLICATION

Applicant

Address of subject property

Address (City/State/Zip)

Property Owner Name (If different than applicant)

Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone Email
(___) ___ - ____ _____

Agent Phone Email
(___) ___ - ____ _____

Current zoning of subject property: _____ Tax ID: 24-____-____-____-____

Current use of property: _____

Proposed use: _____

Is the proposed use listed as a Special Use for the district in which said use is located? (Refer to the Uses Subject to Special Use Permit section of applicable District in the Zoning Ordinance) __

Dimensions of parcel: _____ Parcel size: _____
Square feet Acres

The following questions are meant to address the standards that will be considered by the Planning Commission in their review of the proposed special land use.

Will the use be designed, constructed, operated, and maintained to ensure that it does not diminish the opportunity or economic well-being for surrounding properties to be used/developed as zoned, or the community as a whole? If deemed necessary by the Planning Commission, what are the proposed hours of operation and how will these ensure compatibility with surrounding land uses?

Is the use, or will the use be, adequately served by public services and facilities? (ex. Streets, police, fire protection, water and sewer, refuse disposal and schools.)

Will on-site activities, processes, materials, equipment or operating conditions create traffic, noise, smoke, fumes, glare, odors or any other products that would be detrimental to any people, property or the general welfare?

Will the use be compatible with the natural environment and be designed to encourage conservation of natural resources and energy?

Does the site plan for the proposed use comply with the applicable design standards and other requirements of the Zoning Ordinance?

Is the proposed special land use consistent with the intent and purpose of the Zoning Ordinance and the most recent updates to the Master Plan?

AFFIDAVIT

I, the undersigned, do hereby make application to Pleasantview Township for approval of the proposed special land use application which has been completed in accordance with the Pleasantview Township Zoning Ordinance. I certify that the property owner has authorized the proposed work, and that I have been empowered by the owner to make this application as his/her selected agent. I agree the statements made in the above application and associated documents are true, and if found not to be true, the approval of the special use permit may be void. I also agree to comply with the conditions and regulations required by the approved special land use permit.

Further, I agree that if the special land use application is approved, it is approved with the understanding that the individual(s) or organization(s) applying for that special land use permit (or those individual(s) or organization(s) represented by the applicant) will comply with all applicable sections of the Pleasantview Township Zoning Ordinance. For purposes of site inspection, I also agree to notify the Pleasantview Township Zoning Administrator when locations of lot lines and proposed structures are located and staked on the ground. I also agree to give permission for officials of Pleasantview Township, Emmet County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand that the Township may impose conditions of approval and that the conditions must be met by the specific times as defined in the Decision and Order. Finally, if necessary, I understand that this is a special land use application, and if approved, cannot be implemented until applicant has applied for and the Township has issued a zoning permit.

Property Owner Signature or Authorized Agent: _____

Date: _____