

FREMONT COMMUNITY PLANNING AND ZONING SPECIAL LAND USE PERMIT APPLICATION

DAYTON TOWNSHIP, SHERIDAN CHARTER TOWNSHIP AND THE CITY OF FREMONT

This application will not be accepted if incomplete. All required materials must be submitted to the Zoning Administrator forty-five (45) days prior to the next scheduled Joint Planning Commission meeting to allow time to administer the public hearing notices. Joint Planning Commission meetings are held on the 4th Tuesday of each month at 7:00 p.m. in the Council Chambers of the Fremont Municipal Building located at 101 E. Main Street, Fremont, MI.

Applicant Information

Name: _____ Phone: _____
Address: _____ E-mail: _____

Applicant's interest in project: _____ Owner _____ Lessee _____ Other
If other, outline interest: _____

Owner Information (if other than Applicant)

Name: _____ Phone: _____
Address: _____ E-mail: _____

Property Information

Parcel number: _____ Current zoning: _____
Address: _____ Size: _____ Acres _____ Square Feet

Short description of project: _____

Information to be Submitted:

1. Legal Description
2. Eighteen copies of a site plan meeting the requirements set forth in Chapter 10, Section 10.09 "Application and Review" and applicable items of the Site Plan checklist, Appendix 3.
3. A written response that supports each of the following Special Land Use general standards as outlined in Chapter 9 "Special Land Uses" of the Fremont Community Joint Zoning Ordinance that will assist the Fremont Community Joint Planning Commission in its review process.
 - a. The Special Land Use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area.
 - b. The Special Land Use shall not change the essential character of the surrounding area.

- c. The Special Land Use shall not be hazardous to adjacent property, or involve uses, activities, materials or equipment which will be detrimental to the health, safety or welfare of persons or property through the creation of hazardous or potentially hazardous situations or the excessive production of traffic, noise, odor, smoke, dust, fumes, glare or site drainage.
 - d. The Special Land Use shall not place demands on public services and facilities in excess of current capacity.
 - e. The Special Land Use shall be in general agreement with the Fremont Community Joint Comprehensive and Growth Management Plan.
 - f. The Special Land Use shall comply with all applicable site plan review standards.
 - g. The Special Land Use shall be in general agreement with the intent and purposes of the Fremont Community Joint Zoning Ordinance.
4. Additional evidence/responses must be submitted that illustrate that the proposed use will meet the specific standards set forth in the applicable section(s) of Chapter 9 "Special Land Use" of the Fremont Community Joint Zoning Ordinance.

Affirmation

I hereby attest that the information on this application and provided in association with it is, to the best of my knowledge, true and accurate. I understand that the deliberate withholding or falsification of information required above may result in denial of this application.

Signature of applicant: _____ Date: _____
 Printed name of applicant: _____

Signature of owner (if other than applicant): _____ Date: _____
 Printed name of owner: _____

I hereby grant permission for members of the Fremont Community Joint Planning Commission and the Dayton Township Board, the Sheridan Charter Township Board and the Fremont City Council to enter the above described property for purposes of gathering information related to this application. (Note to applicant: This is optional and will not affect any decision on your application.)

Signature of owner: _____ Date: _____

Please return the application to the municipality wherein the subject parcel is located, as noted below.

City of Fremont	Dayton Township	Sheridan Charter Township
101 E. Main Street	PO Box 68	PO Box 53
Fremont, MI 49412	3215 S. Stone Road	6360 S. Township Parkway
	Fremont, MI 49412	Fremont, MI 49412

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FOR CITY/TOWNSHIP USE

Application accepted by: _____ Date accepted: _____
 Fee received: _____ Escrow fee, if any (\$1000 minimum): _____
 Public hearing date: _____ Hearing notice published in a newspaper of record (minimum 15 days prior to hearing) on: _____
 An affidavit of mailing is on file. ____ yes ____ no

FREMONT COMMUNITY PLANNING AND ZONING

Special Land Use Application Process

(Please refer to Ch. 9 of the Zoning Ordinance for complete SLU process)

Step 1 – An Application for Special Land Use is Filed:

- An application is deemed complete upon successful submission of all required information as required on the Special Land Use Application (answers to general and specific standards / site plan).
- Application and required material must be filed at least 45 days prior to the next Joint Planning Commission meeting (Joint Planning Commission meets the 4th Tuesday of each month). Refer to “JPC Meeting Schedule Doc.” for a complete list of meeting dates.
- Once complete, the Zoning Administrator will schedule a public hearing before the Joint Planning Commission.

Step 2 – Staff Review

- The Zoning Administrator will review the submitted application and create a report for the Planning Commission. A copy of the report will be sent to the applicant prior to the public hearing date.

Step 3 – Notice of Public Hearing

- A notice for the Special Land Use request is published in the local paper at least 15 days prior to the scheduled hearing date.
- All property owners and occupants of structures within three hundred (300) feet of the boundary of the subject property also receive notice of the Special Land Use request.

Step 4 – Public Hearing Before the Joint Planning Commission

- The Joint Planning Commission meets to review and consider the Special Land Use request.
- It is recommended that the applicant be present for the hearing.
- The Joint Planning Commission has final disposition of the Special Use request.
- Following the public hearing, the Commission shall approve, approve with conditions, or deny the application, as presented or amended during the hearing.

Step 5 – Obtaining Zoning Permit

- Upon the approval or approval with conditions by the Joint Planning Commission, the applicant may apply for a zoning permit. When the conditions of approval require a revised Site Plan, it must be submitted and approved prior to the acceptance of a zoning permit application.

Time Frame for Approval of Special Land Use:

It typically takes a month and a half to three months to complete **Step 1 – Step 5**, depending on if changes / alterations to the site plan are needed.