

APPLICATION FOR SPECIAL USE

ALMENA TOWNSHIP

27625 CR 375

PAW PAW, MI 49079

269-668-6910 FAX 269-668-6913

www.almenatownship.org

Date: _____

Fee: \$335 Escrow Fee: \$500

The Almena Township Zoning Ordinance provides for procedures to obtain a special use permit for uses of land or structures which may not be otherwise allowable under this ordinance, after review by the Planning Commission and upon approval of the Township Board.

Property Address: _____

Parcel Number: _____

Legal Description (Attach additional sheets if necessary): _____

Name, Address & Telephone of Applicant: _____

Name, Address & Telephone of Owner (if different): _____

Current Zoning of the Property _____

It is Proposed that the Use of the Property will be (use attachments if necessary): _____

It is Proposed that the Following Buildings be Built (use attachments if necessary): _____

Please submit this application along with payment and the following items:

- An accurate plot & topographic survey

- 10 copies of the site-plan showing existing and proposed changes in grading, drainage, buildings, structures, site improvements and uses
- A statement and supporting data, exhibits, information and evidence regarding the required findings set forth in the Zoning Ordinance, including the requirements for Site Plan Review per Article XXII and the Application for a Zoning Compliance Permit per Article XXVI, Section 26.05

I certify that I am the owner of record of this property or that I am acting on the owner's behalf

Signature of Applicant	Date	Signature of Owner (if different)	Date
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Additional Signatures of Owners and Applicants (if needed)

Signature: _____ Interest _____ Date: _____

Signature: _____ Interest _____ Date: _____

Signature: _____ Interest _____ Date: _____

Signature: _____ Interest _____ Date: _____

Notary Public, Van Buren County, MI

Almena Township Special Use Permit Application Checklist

Criteria:

- 1. Will the proposed special use be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance and the Zoning District in which it is to be located?**
- 2. Will the proposed special use be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance and activities with the existing or intended character of the general vicinity?**
- 3. Can the proposed special use be adequately served by essential on-site or public utilities, facilities and services; such as water supply, wastewater disposal, highways, roads, police and fire protection, drainage structures, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed special use shall be able to adequately provide any such service?**
- 4. Will the proposed special use be hazardous or disturbing to existing or future neighboring uses?**

5. Will the proposed special use create excessive additional requirements at public cost for public facilities, utilities, and services?

6. Will the proposed special use meet all of the requirements specified in this Ordinance for the Special Land Use requested, as well as all other Township, County, State and Federal requirements?

7. Other Criteria/Concerns:

8. Potential Restrictions, including but not limited to:

- Signs
- Hours/days of operation
- Employees (number/type)
- Disposal of waste
- Location
- Term of permit (review)
- Compliance with other regulatory agencies
- Construction of building
- Conduct of operation (inside enclosed structure)
- Parking

**ALMENA TOWNSHIP
PLANNING AND ZONING APPLICATION AND ESCROW FEE SCHEDULE**

As approved by the Board of Trustees on May 15, 2019
Amended February 15, 2023

Application Type	Application Fee	Escrow Fee
Planning Commission and Township Board		
Rezoning	\$500	\$500
Planned Unit Development	\$500	\$1,500
Subdivision or Condominium Project	\$500	\$1,000
Tentative Preliminary Plan	\$500	\$1,000
Final Preliminary Plan	\$500	\$1,000
Special Land Use	\$335	\$500
Site Plan	\$485	\$750
Private Street	\$485	\$1,000
Outdoor Assembly	\$485	-
Wireless communications equipment	\$1,000 (Per Michigan Zoning Enabling Act)	-
Marihuana Facility Fee (Initial)	\$5,000	-
Marihuana Facility Fee (Annual Renewal)	\$1,000	-
Zoning Board of Appeals		
Variance	\$400	-
Appeal	\$400	-
Interpretation	\$350	-
Other matters referred	\$350	-
Administrative Review		
Building Permits	Variable	-
Zoning Permit- Dwelling	\$25 per Unit	-
Zoning Permit- Accessory, Garage, Additions/Demolitions	\$15	
Land Divisions	\$200 for the initial split (create one new parcel and a remainder) and \$50 for each additional parcel created	-
Lot Line Adjustments	\$100	-
Lot Combinations	\$50	-
Other		
Photo Copies	\$.03 per page	-
Zoning Ordinance Book	\$40	-
Land Subdivision Regulation	\$30	-
Copy of Audio Tape (meeting)	\$50	-

* Application and escrow fees shall be in the amount established by resolution of the Township Board of Trustees. Application and escrow fees are for the purpose of reimbursing the Township for its expenses in the handling and review of applications. Application fees are not refundable. Additional escrow will be required if escrow funds are insufficient prior to the resolution of the case. Unused escrow fees will be refunded within 90 days of project close-out.

Applicant Acknowledgment of Fees

I have received, read and understand Almena Township's above stated policy regarding planning and zoning application and escrow fees. I acknowledge and accept responsibility for the prompt payment of the required application fee, advance escrow payment into an escrow account and any subsequent required escrow account payments.

I understand that the payment of the prescribed application and escrow fees is intended to cover the Township's cost associated with the processing and/or review of my planning or zoning application and should not in any manner be construed as suggesting any particular outcome for the application. I agree that I shall be obligated to pay the fees prescribed under the policy regardless of whether my application is approved, denied, modified, or withdrawn.

Applicant Name

_____ (Sign)
_____ (Print)
_____ (Date)