

Section 15.2 Review Procedure

A. Application: An application for a Special Land Use shall consist of:

1. An application form available from the Zoning Administrator, signed by the property owner(s) and applicant(s).
2. A site plan prepared according to Sec. 14.3.
3. A detailed description of the proposed project, in narrative form and part of a document signed by the applicant. Such description shall address, at a minimum, the intended use of the property, typical day-to-day operational features of the proposed use, hours of operation, number of employees by shift, the extent to which there will be indoor or outdoor storage and the materials to be stored, the extent of hazardous materials to be present and for what purpose, the means of waste disposal, and anticipated traffic by volume and type including the extent to which truck traffic will be present in association with customers and deliveries.

B. Planning Commission Action / Public Hearing:

1. Application for a zoning permit for a Special Land Use shall follow the same general procedures as delineated for site plan review according to Section 14.3 except that upon finding that the application materials are complete, the Planning Commission shall hold a public hearing on such application before forwarding a recommendation on the application to the Township Board for final action. Notice of the hearing shall comply with Section 2.11.
2. When evaluating the application, the Planning Commission and Township Board shall refer to the approval standards set forth in Section 15.6 in addition to those specified for site plan approval (Section 14.4). Action on the application by the Planning Commission and Township Board shall be incorporated in a statement of findings and conclusions relative to the Special Land Use application that specifies the basis for the decision and any conditions of approval.
3. An application for a Special Land Use shall be an application to determine the appropriateness of both the proposed use on the subject property and the manner in which the proposed use is to be arranged and function on the site as delineated in the required site plan. The use and site plan shall be viewed as inseparable and shall be acted upon through a single motion or resolution of approval, conditional approval or denial. See Section 20.2 regarding conditional approvals.