PRAIRIE RONDE TOWNSHIP
SPECIAL LAND USE PERMIT
APPLICATION AND INFORMATION PACKET

May 2025

PRAIRIE RONDE TOWNSHIP

INSTRUCTIONS AND PROCEDURES FOR

SPECIAL LAND USE APPLICATION

The Prairie Ronde Township Zoning Ordinance authorizes the Township Board to approve the establishment of certain land uses listed in the Zoning Ordinance as a "special land use", after the Planning Commission has had a reasonable opportunity to review the application and make an advisory recommendation to the Township Board. All special land use permit requests are subject to the following application instructions and procedures:

1. Applicant files Application For Special Land Use Permit form, required application fee, and all supporting information with Township Clerk (or with Zoning Administrator at SCMCCI), including all pertinent site plans, specifications, and other data upon which the applicant intends to rely.

2. Zoning Administrator reviews to verify submittal is administratively complete.

3. State law and the Zoning Ordinance require Township Board to hold a public hearing on the application, preceded by publication of legal notice in newspaper and by mailing to property owners/occupants within 300 feet of the property involved with the application. This public hearing is held as part of a Township Board meeting. Township will inform applicant of meeting date application will be considered, and handles all legal requirements relating to required public hearing.

   Note: The Township Board holds regular monthly meetings, generally scheduled for the second Tuesday of each month. **Township has an application submittal deadline for each meeting date**, to provide sufficient time to have application reviewed by Zoning Administrator, comply with legal notice requirements, and distribute application materials to Township Board members prior to meeting and to Planning Commission members (prior to advisory review).

4. The Clerk (or Zoning Administrator) refers the complete application to the Planning Commission for an opportunity to review the application and make an advisory recommendation to the Township Board based on the standards for special land use approval in the Zoning Ordinance. If the Planning Commission does not make an advisory recommendation within 30 days of its receipt of the application, the Township Board may proceed to consider the application without receiving an advisory recommendation of the Planning Commission.

5. Applicant is expected to attend Township Board (and any Planning Commission) meeting at which application will be considered and/or have informed representative attend on their behalf (for example, their proposed building contractor or architect).

Applicant must be prepared to explain details of proposed special land use. Applicant has burden of proof on the application, based on criteria specified in Section 13.3 of Prairie Ronde Township Zoning Ordinance (and, as applicable, specific standards required of particular special land uses specified in Section 13.7 or elsewhere in the Zoning Ordinance).

6. Applicant may expect Township Board public hearing/meeting to generally follow this format:

   - Supervisor introduces application and requests initial comments from Zoning Administrator and/or Township Attorney.

   - Applicant explains proposed special land use and facts applicant believes show all applicable criteria/standards and other requirements are met.

   - General public comments on application.

   - Township Board discusses request and makes findings of fact relevant to approval criteria/standards.

   - Township Board makes decision on application.

7. Township Board decision options include:

   - denial of application.

   - approval of application (with or without conditions).

   - table application for additional information and/or for applicant to consider revising proposed special land use to comply with requirements.

8. If special land use permit is approved, Township Board approval of a site plan is also required before the land use can be conducted (and before any associated building permit can be issued). The Township has a separate "site plan review" packet to assist you with this requirement.

   Note: if applicant has submitted a complete site plan review packet with the special land use application, the Township Board will ordinarily consider both matters at the same meeting (if the special land use permit is approved).

9. Township Board decisions are shown in meeting minutes. All proposed and approved meeting minutes are public records available at Prairie Ronde Township offices in accordance with applicable state laws and Township policies.

10. Township Board decision on special land use application is subject to appeal to Circuit Court pursuant to applicable statutes and court rules. ZBA does not have jurisdiction to hear appeal from Township Board special land use decision.

Note: Incomplete applications will not be processed, and applications will not be accepted without payment of application fee deposit in full. Township Board reserves the right to request additional information from applicant to give proper consideration to the application.

PRAIRIE RONDE TOWNSHIP BOARD
APPLICATION FOR SPECIAL LAND USE PERMIT

Name of Applicant: _____ Date: _____

Mailing Address of Applicant: _____

Property Address (including all street addresses within the property of proposed special land use): __

_____

_____

Property Tax ID Number: _____ Present Zoning: _____

Legal Description: _____ (attach copy of deed or tax bill) _____

Interest of Applicant in the Property: _____
(Deedholder, Land Contract Purchaser, Lessee, Other)

If Applicant's interest is other than deedholder, does Applicant have consent of deedholder to proposed special land use and this application? Yes ___ No ___

Generally describe proposed special land use, and refer to section of Zoning Ordinance listing the use in the zoning district: _____

_____

Include with the application either a sketch/diagram* or a formal site plan** of the subject property, and all other information upon which the applicant intends to rely to show all applicable special land use criteria/standards and other requirements are satisfied.

*See property sketch/diagram sheet on next page.

**See separate Site Plan Review Application and Information Packet.

Applicant(s) Telephone Number(s): Signature of Applicant(s):

_____ _____

Applicant's email address: _____

_____

**********FOR TOWNSHIP OFFICE USE ONLY**********

Application #:_____ Date application received including payment of fee deposit:_____

Township Board decision on application at _____ meeting:

☐ Approved

☐ Approved with conditions

☐ Denied

PROPERTY SKETCH/DIAGRAM*
(on this sheet, or attached informal site plan)

Applicant/Owner: _____

Property Address: _____

Property Tax ID Number: _____

1.) Draw lot lines, including any contiguous property under same ownership (show dimensions in feet).
2.) Label all abutting streets.
3.) Show location/type of existing structures, and their uses.
4.) Show location/type of proposed construction, and proposed uses.
5.) Show dimensions of all existing and proposed structures.
6.) Show distance from all sides of existing and proposed structures to property lines (in feet, with all measurements from roof overhang or other closest point of structure).
7.) Show location of existing well and septic system/sewer connection.
8.) Draw lakes, streams, and wetlands on the property.

*Township Board (or Planning Commission during its advisory review) may determine a boundary survey is necessary to properly evaluate the application.

Signature of Applicant: _____ Date: _____