



SPARTA TOWNSHIP

160 E. Division St, Sparta MI 49345
(616) 887-8863 Fax (616) 887-3823
www.spartatownship.org

PLANNING COMMISSION PROCEDURES AND DEADLINES FOR SPECIAL USE PERMITS

Deadline: The deadline to submit materials for a Planning Commission Meeting is by 5:00 p.m., 45 days prior to the next scheduled meeting date. The materials must be dropped off at the Sparta Township Office, 160 E. Division St., Sparta, MI 49345.

Meeting: The Planning Commission meets the second Tuesday of the month at 7:00 p.m. at the Sparta Township Hall meeting room.

Cost: Request Fee: \$600
Escrow¹: \$1,500

Submittal: Ten (10) identical packets must be submitted to the Township along with the fee by the deadline. They should be folded in 8 ½" by 11" sizes. The packets should contain any supporting documents such as proof of ownership, surveys, site plans, drawings, pictures, and narratives. An electronic copy (PDF) of the packet shall also be submitted.

Please call the Township Hall with any questions. 616-887-8863

DO NOT DISCARD THIS PAGE. YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION

DO NOT WRITE BELOW THIS LINE - TOWNSHIP USE ONLY

Applicant Name & Address: _____

Application Fee/Escrow _____ Date Received _____ Date Notices Mailed _____

Public Hearing Date _____ Approved ____ or Denied ____ or Approved with Conditions _____

¹ Escrow funds are used to reimburse planning, engineering, and legal fees incurred. If the fund drops below 10% of the deposit, an additional deposit will be required to continue. Any funds remaining will be refunded when the project is complete. Any approvals will be subject to requiring any outstanding funds due are paid in full.



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SPECIAL USE PERMIT APPLICATION

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Email/Fax: _____

Address of Subject Property: _____

Parcel Number: _____

Zoning District: _____

List the name, address and interest of every person who has a legal or an equitable interest in any property included in the special use permit application.

What is the special land use requested? _____

**Signature of Applicant

Date

**Signature of Property Owner

Date

Attach a detailed site plan of the property meeting the requirements of Article 7. (see following pages)

6.2. Site Plan Applicability

A. In accordance with the provisions of this Article, the Zoning Administrator or the Planning Commission (where applicable) shall review and approve, deny, or approve with conditions a site plan for the proposed development, activity, or use prior to the issuance of any permits for the creation of a use or the erection or expansion of a building in the zoning districts and as specified in this Article.

B. No use, activity, building, or structure that requires site plan approval shall be commenced, conducted, expanded, or constructed until and unless site plan approval has occurred.

C. The Zoning Administrator shall review and approve, approve with conditions, or deny a site plan for all of the following uses:

1. Any multi-family residential development (not involving a special use, plat, PUD, OSPUD, or conditional rezoning).
2. Any use in the C1 General Commercial zoning district.
3. Any use in the C2 Highway Commercial zoning district.
4. Any use in the I1 Light Industrial zoning district.
5. Any use in the I2 Heavy Industrial zoning district.
6. Any use within the Ap Airport zoning district (unless provided otherwise in this Ordinance).
7. Private streets (except as otherwise provided in Section 4.27 hereof).
8. Essential services.
9. Any commercial, industrial, business, or office use (unless a special use, PUD, OSPUD, or conditional rezoning is involved).
10. Home occupations.
11. State licensed residential family care facilities and family day care homes.
12. Any expansion, enlargement, or change to any of the preceding.

D. The Planning Commission shall approve, deny, or approve with conditions a site plan regarding any of the following uses:

1. Any mobile home park.
2. Any site plan associated with a special use in any zoning district.
3. Any plat.
4. Condominiums, site condominiums, and subdivisions in any zoning district.
5. Any site plan associated with a PUD.
6. Any site plan associated with an OSPUD.
7. Any expansion, enlargement, or change to any of the preceding.

E. The Zoning Administrator shall have the discretion to forward a site plan to the Planning Commission for any site plan

normally within the jurisdiction of the Zoning Administrator if the Zoning Administrator determines that the site plan and proposed use involve matters of significant public interest and that the Planning Commission may be better equipped to deal with the particular site plan involved. Should such referral occur with regard to a particular site plan, all the provisions in this Article 6 applicable to Planning Commission review of a site plan (including the standards for review and approval by the Planning Commission) shall apply.

7.10. Application procedures for special use permits by planning commission

Prior to construction or physical development of a proposed special use, as specified by this Ordinance, an application for a special use approval must be obtained. An application for a special use approval must be made to the Zoning Administrator.

A. Contents of application. Among the data to be supplied by the applicant and that shall constitute the application package, the following shall be included:

1. Names and address of applicant or applicants;
2. Location, shape, area and dimension of the lot, and of the proposed structure or improvement (shown on the site plan);
3. Description of proposed use and of the building (dwelling, structure, barn, garage, etc.) or improvement;
4. The proposed number of sleeping rooms, dwelling units, occupants, employees, customers, and other users;
5. The yard, open space and location of parking spaces (as shown on the site plan); and
6. A required site plan that must be approved before any granting of a special use permit.

B. Fee. A fee or fees as set by the Township Board shall accompany any plans or applications in order to defray the cost of administration and inspection.

C. General procedural steps. Upon submission of an application for a special use approval:

1. The Zoning Administrator.

a. Reviews Application Package:

- i. To make sure that it is the right application for zoning action requested;
- ii. To see that all required information is submitted; and
- iii. To make sure that the proposed use is permitted in a particular district by special use permit.

b. Takes one or more of the following actions:

- i. Requests from the applicant that any omitted or necessary information now be submitted;
- ii. If necessary, seeks ordinance interpretation from the Board of Appeals;
- iii. Make advisory comments about the site plan based on site plan review standards; and/or
- iv. Forwards the complete application with comments to the Planning Commission for review and approval.

2. The Planning Commission

- a. Reviews the site plan according to the site plan review standards, as set forth in this Ordinance.
- b. Reviews the proposed special use according to standards for special use permits, as set forth in this

Ordinance.

c. Reviews for compliance with any and all additional site facility design requirements and standards, as may be required by the ordinance.

d. Holds a public hearing pursuant to Section 14.13 hereof.

D. Final approval, denial, or approval with conditions to be in writing. When an application for a special use is finally approved, denied, or approved subject to conditions, the decision must be incorporated into an official written statement that contains the conclusions relative to the special use permit request. The decision shall specify the basis for the decision, and any conditions that may be imposed in the case of approvals.

E. An approved special use must be utilized within one (1) year during which time construction of the approved special use must begin. A valid special use approval is eligible for one additional one-year extension granted by the Planning Commission as a reasonable length of time within which to begin construction.

F. Inspection. At least two site inspections by the Zoning Administrator must be held: one during development, and one before the use or structure is occupied. If development is phased or in stages, then one inspection per phase or stage shall be made.

G. Appeals. No appeal shall be allowed to the Zoning Board of Appeals for the denial of a special use approval or for any conditions of approval.

The following sections of the Zoning Ordinance may also apply to the proposed use. If applicable, please see the Planner for copies of applicable sections or the Zoning Ordinance in its entirety.

- Article 4 – General Regulations (Parking, Lighting and Screening, Private Roads, etc.)
- Article 6 – Site Plan Review
- Article 8 – Supplemental Use Regulations
- Article 9 – Mobile Homes Parks
- Article 10 – Signs
- Appendix A – Table of Use Regulations
- Appendix B – Table of General Bulk Regulations

The applicant is advised to review the Sparta Township Zoning Ordinance in its entirety to ensure complete compliance with said Ordinances.