



ANTWERP TOWNSHIP SPECIAL LAND USE INFORMATION AND PROCEDURES

WHAT DO I NEED TO GET STARTED?

1. *Planning Commission Agenda Application.* Fill this form out completely and return it along with all required submittals and fees.
2. *Site Plan Review Checklist.* This checklist contains all of the required elements of a site plan or a sketch plan, which must be submitted along with the special land use application. The checklist must be returned with the application, including a written justification for any required site plan items not listed. The Zoning Administrator may waive some of the requirements if they do not apply to the request; see the Checklist for more information.

WHAT TYPE OF SITE PLAN IS REQUIRED? Depending on the type of special land use request, the application must be accompanied by a **site plan** or a **sketch plan**. The table below lists the necessary type of plan. The *Site Plan Review Checklist* lists the required elements for each type of plan.

Proposed Use or Development	Site Plan	Sketch Plan
Establishment of a new special land use	✓	
Expansion or change to a use that is nonconforming because a special land use is required under the current ordinance	✓	
Change in use to a special land use	✓	
Change in use to a special land use where, in the opinion of the Zoning Administrator, there is no impact on the site plan or where there is no exterior effect		✓

Depending upon whether a site plan or sketch plan is required, submit the required plan, with the elements listed in the Site Plan or Sketch Plan columns of the Site Plan Review Checklist. Submit the completed checklist with your application.

SPECIFIC REQUIREMENTS: Several special land uses have specific requirements in Chapter 9 of the Zoning Ordinance. A special land use must meet any applicable specific requirements, plus the general standards applying to all special land uses in Section 10.5. The application and site plan must indicate how these requirements and standards are met. See the Zoning Ordinance for more information.

SPECIAL LAND USE REVIEW PROCESS: Applications, required fees, the site plan and all other required submittals are submitted to the Township Office. A copy will be forwarded to the Zoning Administrator. To ensure complete review, a complete application should be submitted at least 45 days prior to the desired Planning Commission meeting (the Commission meets the first Wednesday of the month at 6:30 pm in the Township Hall). Incomplete applications will not be processed. If waivers of requirements are requested, this should be stated on the application and extra time to review the package may be necessary.

A public hearing will be held before the Planning Commission (with a legal notice published in a local newspaper and notice sent to all property owners within 300 feet of the property in question). The Commission will review the proposed use and the report of the Zoning Administrator. The applicant and members of the public will be able to address the Planning Commission regarding the application. The Planning Commission may recommend approval, approval with conditions or denial of the special land use. The Planning Commission’s recommendation is then forwarded to the Township Board, for consideration at their next meeting. The Township Board meets on the second Tuesday of each month,

at 6:30 PM in the Township Hall. The Board may approve, approve with conditions or deny the special land use. Upon Township Board approval, the applicant may seek a building permit for the project.

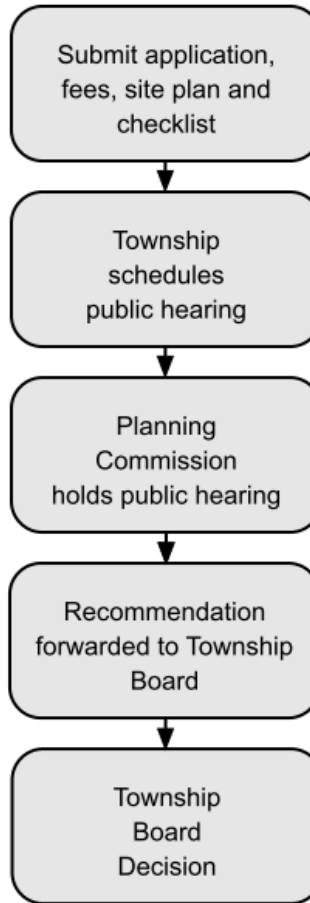
VARIANCES AND APPEALS: An applicant may seek a variance from the Zoning Board of Appeals to the specific requirements applicable to a particular special land use, such as dimensional and similar requirements. If desired, a variance should be applied for and a decision made on the variance prior to Planning Commission consideration of the special land use.

The decision of the Township Board to grant or deny a special land use, including any conditions attached to an approved special land use, may not be appealed to the Zoning Board of Appeals.

FEES: See the Township Fee Schedule or contact the Township Office.

FOR MORE INFORMATION:

1. See the Antwerp Township Zoning Ordinance, Chapter 10, Special Land Uses. The ordinance is available online at www.antwerptownship.com/zoning.htm.
2. Call the Township offices at (269) 668-2615 or the Zoning Administrator (Williams & Works) at (616) 988-3525.



ANTWERP TOWNSHIP
SPECIAL LAND USE REVIEW PROCESS

SEE THE ANTWERP TOWNSHIP ZONING ORDINANCE, CHAPTER 10, FOR DETAILS