

## Applicant Checklist for Special Use Permits

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1. A Special Use Permit application package is available from the Rome Township Clerk. The application shall be completed in full with the appropriate fee to this office.
2. The application package consists of one (1) applicant checklist, one (1) application form, one (1) review guidelines form, and one (1) sample site plan.
3. Special Use Permits are permits that allow for uses of land that require individual review and restriction in order to ensure compatibility with the surrounding area, public services and facilities, and adjacent land uses.
4. Applications for special use permits shall be submitted to the Rome Township Clerk. Each application shall be accompanied by the payment of a fee.
5. An application for a special use permit shall include a site plan as specified in 11.35 of the Zoning Ordinance.
6. It is your responsibility to ensure that the PUD plan is complete. An incomplete PUD plan may take additional time to review.
7. The application will be forwarded to the Planning Commission for a public hearing.
8. Planning Commission meetings are held the fourth Tuesday of every other month, beginning in the Rome Township Hall at 7:00 p.m.
9. A notice of the public hearing must be published at least fifteen (15) days before the public hearing. As a general rule, the Rome Township Clerk must receive the application **at least** four (4) weeks prior to the Planning Commission meeting.
10. You will receive a notice in the mail, and you are expected to attend the Planning Commission meeting.
11. The Planning Commission, upon approving the final development plan, will forward the project to the Rome Township Board.
12. It is your responsibility to review the appropriate sections of the Zoning Ordinance, Section 11.25 USES BY SPECIAL APPROVAL and Section 11.35 SITE PLAN REVIEW.
13. Lot identification must be posted at site prior to review of Zoning Administrator.
14. Failure to comply with guidelines of Special Use Permit could result in additional fees.

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If you have any questions on completing this application, please call the Rome Township Zoning Administrator at (517)547-6169, or the Rome Township Clerk at (517)936-9237.

## Application for Special Use Permit

Fully completed application, fee, and all related documents must be returned to the Rome Township Clerk **at least four (4) weeks prior** to the Planning Commission Meeting.

**Please Include the \$ \_\_\_\_\_ Fee ( Minimum Fee is \$350.00)**

**\*\*\*Return to the Rome Township Clerk, 10550 Woerner Rd, Onsted, MI 49265\*\*\***

**1. Applicant Information**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(If the applicant is not the property owner, a letter signed by the owner agreeing to the Special Use Permit must be included with the application)

Owner of Parcel (if different than applicant)

Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Provide names and addresses of any other person having a legal or equitable interest in the property

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Property Information**

Street or Street Address \_\_\_\_\_

This property is located between \_\_\_\_\_ street  
and \_\_\_\_\_ street, on the

**North                  South                  East                  West** side of the street, (circle one).

Number of acres \_\_\_\_\_

Legal Description of the property (may be on a separate sheet attached to this application)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Purpose of Request** (describe briefly the nature of your request) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Attachments**

- Development Site Plan
- Architectural Renderings
- Legal Description (if separate)

*This application shall be completed in full and accompanied by all supporting data and the application fee before it will be accepted by the Rome Township Clerk.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner (if different than applicant) \_\_\_\_\_ Date \_\_\_\_\_

Township of Rome  
Clerk  
10550 Woerner Road  
Onsted, MI 49265 (517)936-9237  
[www.rometownship.org](http://www.rometownship.org)

# Review Guidelines for Special Use Permits

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## A. Required Information

A special use is a use other than a permitted use within a particular zoning district, which has characteristics that may adversely affect the surrounding area. It is authorized only if certain standards are met and after review and approval by the Planning Commission and the Rome Township Board.

The application shall be accompanied by a site plan, which shall contain the following information:

- The name of the applicant, scale used, a north arrow, the date prepared, and the name and address of the preparer if other than the applicant;
- All property boundaries and dimensions thereof; the location and use of all existing and proposed structures;
- The location of all existing and proposed streets, parking lots, driveways, utilities and other improvements to be constructed or used as a part of the project;
- The current zoning classifications on the subject property and all adjacent property.

Specific Requirements Section 11.35D Rome Township Zoning Ordinances are as follows:

- Name of applicant and owner of premises.
- Legally recorded description of premises.
- Description of proposed use, including parking facilities, if required, and any exceptional traffic situation that the use may occasion.
- Sketch drawn to approximate scale showing size of building or structure and location on premises.
- Sewage and waste disposal and water supply facilities existent or proposed for installation.
- Use of premises on all adjacent properties.
- A statement by applicant appraising the effect of the proposed use on adjacent properties and the general development of the neighborhood.

## B. In reviewing the application and site plan and in approving, disapproving, or modifying the Planning Commission shall be governed by the following standards:

- Whether the sewage disposal facilities and water supply will be safe and adequate.
- Whether the location, use, and the nature of the operation will be in conflict with the primary permitted uses of the district or neighborhood.
- Whether the use will be more objectionable to adjacent and nearby properties than the operation of the primary uses of the district by reason of traffic, noise, vibration, dust, fumes, smoke, odor, fire hazard, glare, flashing lights, or disposal of waste or sewage.
- Whether the use will discourage or hinder the appropriate development and use of adjacent premises and neighborhood.
- Whether the use will create a major traffic problem or hazard.
- Whether the use is compatible with adjacent uses of land.
- Whether the use is consistent with, and promotes the intent and purpose of the ordinance.
- Whether the use is compatible with the natural environment.
- Whether the use is consistent with the capacities of public services and facilities affected by the proposed use.
- Whether the use protects the health, safety and welfare.

Site plans submitted for uses prescribed in Subsection 11.35D (2) shall have additional requirements. Please contact the Rome Township Clerk for further information.