

LAWRENCE TOWNSHIP SPECIAL USE PERMIT

You presently own or have an interest in property located in the Township of Lawrence and wish the Lawrence Township Planning Commission to consider issuing you a Special Use Permit (SUP). To facilitate the process, you must submit an application and otherwise comply with the requirements of the law. An application and payment of the required fee does not guarantee that you will receive a permit for a special use of your land under the zoning ordinance. A site plan must also be submitted and approved by the Planning Commission for a Special Use Permit to be granted. If you wish the Lawrence Township Planning Commission to conduct a public hearing to consider your request for a Special Use Permit, please do the following.

INSTRUCTIONS

Please read and follow these instructions carefully and submit all of the following:

1. The enclosed application form completely filled out. Applications deemed incomplete will either be returned or cause a request for further information. You should request copies of the Special Use Permit and Site Plan provisions of the Zoning Ordinance (Articles 7 and 8) if not attached to this application. These sections identify all submittal requirements.
2. A written description of the proposed use. This should describe the nature of the use and, if a business, the hours of operation, number of employees, size and number of commercial vehicles to be used and other relevant information. This should be written on a separate sheet of paper; captioned "Proposed Use" and attached to the application, if more space than is available on the application is needed. Please identify the property by address and name.
3. If you need additional room to answer any other question on the application, simply answer on the additional sheet and identify the question to which it refers by number.
4. A filing fee in the amount of \$450.00. Checks or money orders must be made payable to the "Township of Lawrence." If a request for a special meeting of the Lawrence Township Planning Commission is made and is granted, the filing fee for such an application shall be \$650.00.

Please return the completed application with the required fee to the Lawrence Township Building & Zoning Department:

SAFEbuilt

107 S. Capital Ave.; P.O. Box 190

Athens, MI 49011

Phone: (269) 729-9244 Fax: (269) 729-9254

Email: athensmi@safebuilt.com

If measurements and other information submitted to the Lawrence Township Officials are later found to be in error, whether the error occurred intentionally, negligently, or otherwise, any permit or approval granted in reliance upon the information submitted shall be considered void.

Applications together with the application fee must be on file with the Building & Zoning Department no later than 30 days prior to the next regularly scheduled meeting of the Lawrence Township Planning Commission. Meetings are held on the fourth Tuesday of each month at 7:00 p.m. at the Lawrence Township Community Services Building or as called by the Chairman of the Planning Commission. "Special meetings" shall be scheduled, if at all, only by consent of the Lawrence Township Planning Commission considering its schedule and other factors it deems relevant. Because certain notice requirements must be met in advance of a public hearing to consider the rezoning of property, you will be notified when the hearing will be scheduled.

Lawrence Township Special Use Permit Application

Property Location: _____

Property Tax ID: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Applicant:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Property Owner: (if different from Applicant)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Zoning District: _____

Present Use of Property:

Proposed Use: Please describe in detail what use you intend to make of the property if you are granted a special use permit.

I understand that, upon execution and submission of this application, I agree to abide by all provisions of the Lawrence Township Zoning Ordinance as well as all procedures and policies of the Lawrence Township Planning Commission as those provisions, procedures, and policies relate to the handling and disposition of this application; that the above information is true and accurate to the best of my knowledge.

Applicant Signature

Date

Property Owner Signature (if different)

Date