



**VILLAGE OF BIRCH RUN
SPECIAL USE PERMIT REQUEST FORM**

Special Uses which are designated for a particular Zoning District are generally complementary to the uses permitted by right. Because of their unique characteristics or more intensive natures, these uses require special consideration of the welfare of adjacent properties and the community as a whole. A Special Use Permit is permanent for the specific use and conditions of operation related to that use as noted in the Zoning Ordinance and Permit. A Special Use Permit may be revoked if any conditions of the Zoning Ordinance of Permit are violated.

To Be Filled Out By Applicant

Date of Request _____

Applicant Name _____

Property Address _____

Property Owner's Address (If different from the property address)

Reason for Special Use Permit:

PLANNING COMMISSION REVIEW OF SPECIAL USE REQUEST

State detailed reason for approval, approval with conditions, denial, or tabling action, citing section and page number of the Zoning Ordinance that led to this action. Note, in detail, conditions attached to approval, and any other pertinent information to the decision process.

Date: _____

Action: _____

Reason: _____

TO BE FILLED OUT BY VILLAGE ZONING ADMINISTRATOR

Special Use being requested _____

Current Zoning Classification _____

Is this use allowed by Special Use? _____
(If not, inform applicant of right to request a zoning change to a category where the use is allowed)

Date of Public Hearing: _____

Date of Site Plan Review: _____
(Request applicant to provide site plans prior to Public Hearing and Site Plan Review to facilitate meeting Special Use requirements and streamline the review process.)

Requirements for Special Use Approval are found in Article 6 and Article 10.

FEES:

Application Fee: \$75.00

Administration & Planning Commission Meeting-Final: \$720.00

Office Use Only

Zoning Administrator Signature Date

Amount Paid _____ Ck# _____ Cash Date _____

Meeting Date _____ Time _____ Date Approved _____

Planning Commission Chair Signature Date