

Special Use Permit Process

The following is a simplified breakdown of the Special Use Permit process, as initiated by a property owner or approved designee. For more detail as it relates to each step of the process and/or for more information on the standards used to make determinations, please refer to Article 6 of the Village of Birch Run Zoning Ordinance.

1. The property owner, or approved designee, needs to submit the following to the Zoning Administrator:
 - a. a completed *Special Use Permit Request Form*
 - b. twelve copies of a preliminary site plan
 - c. additional information as required by the Zoning Administrator
 - d. application fee
 2. A public hearing will be scheduled and held at a meeting of the Planning Commission on the proposed Special Use Permit. At the public hearing, the applicant and the public will be given an opportunity to comment on the proposal.
 3. Following the public hearing, the Planning Commission will decide whether to approve, deny, or postpone the application for a Special Use Permit for further study. The Planning Commission may also place reasonable conditions on approval of a Special Use Permit.
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Zoning Map Amendment Process

The following is a simplified breakdown of the process to rezone a parcel or parcels, as initiated by a property owner or approved designee. For more detail as it relates to each step of the process and/or for more information on the standards used to make determinations, please refer to Article 14 of the Village of Birch Run Zoning Ordinance.

1. The property owner, or approved designee, needs to submit the following to the Zoning Administrator:
 - a. a completed *Rezoning Application Form*
 - b. a map at a scale not less than 1" = 50' showing the subject parcel(s) in relation to the adjoining parcels of land
 - c. a copy of the deed to the property
 - d. application fee
2. A public hearing will be scheduled and held at a meeting of the Planning Commission on the proposed request for rezoning. At the public hearing, the applicant and the public will be given an opportunity to comment on the proposal.
3. Following the public hearing, the Planning Commission will decide whether to approve, deny, or postpone the rezoning application for further study.

Variance Request Process

The following is a simplified breakdown of the process to request a quantitative variance (any requirement that can be expressed in terms of numbers) of the Zoning Ordinance, as initiated by a property owner or approved designee. For more detail as it relates to each step of the process and/or for more information on the standards used to make determinations, please refer to Article 13 of the Village of Birch Run Zoning Ordinance.

1. The property owner, or approved designee, needs to submit the following to the Zoning Administrator:
 - a. a completed *Zoning Board of Appeals Application Form*
 - b. additional information as required by the Zoning Administrator
 - c. application fee
 2. A public hearing will be scheduled and held at a meeting of the Zoning Board of Appeals on the proposed variance. At the public hearing, the applicant and the public will be given an opportunity to comment on the proposal.
 3. Following the public hearing, the Zoning Board of Appeals will decide whether to approve or deny the application for a variance. The Zoning Board of Appeals may also place reasonable conditions on approval of a variance. Additionally, the Zoning Board of Appeals may also require applicant to deposit a performance guarantee to ensure completion of the approved variance.
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Zoning Ordinance Amendment Process

The following is a simplified breakdown of the process to amend the text of the Zoning Ordinance. The process is initiated by the Planning Commission or the Village Council, but a property owner or approved designee may make a request to one of these Boards to do so. For more detail as it relates to each step of the process and/or for more information on the standards used to make determinations, please refer to Article 14 of the Village of Birch Run Zoning Ordinance.

1. The property owner, or approved designee, needs to make a personal request to amend the Zoning Ordinance to either the Planning Commission or the Village Council.
2. If the proposed Zoning Ordinance amendment is agreeable to either the Planning Commission or the Village Council, an adopted resolution of the proposed amendment is then filed with the Zoning Administrator.
3. A public hearing will be scheduled and held at a meeting of the Planning Commission on the proposed Zoning Ordinance amendment. At the public hearing, the public will be given an opportunity to comment on the proposal.
4. Following the public hearing, the Planning Commission will decide whether to approve or deny the proposed Zoning Ordinance amendment.