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# *Township of Scio*

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## **Conditional Use – Procedures**

The attached flow chart, process description, and checklist are a guide for assisting developers and property owners through the Conditional Land Use process.

This is a *summary guide* only. It is the applicant's responsibility to review the full standards contained within the Township Zoning Ordinance. This guide does not replace the full standards of the Zoning Ordinance.

For full requirements and procedures please see Article VII Conditional Use Review of the Scio Township Zoning Ordinance.

January, 2011

# Scio Township Conditional Use Review Process

## 1. Concept

Applicants have the option to present and discuss the proposal and the review processes and procedures with Township Staff and a PC member prior to submitting a formal application. During the concept meeting it will be determined if a full site plan review will be required. It will also be determined if other Township staff including the Township Engineer will be needed to provide a review to the Planning Commission.

## 2. Application

The information required for a conditional use review is listed in Section 36-219. Review fees shall be enclosed as part of a complete conditional use application.

## 3. Notice of Public Hearing

Upon receipt of a complete application Township staff will make proper notification of the meeting, as required by P.A. 110 of 2006 which includes, (1) that a notice be published in a newspaper of general circulation within the Township not less than 15 days before the date the application will be considered for approval and (2) that notice shall also be sent by mail or personal delivery to the owners of property within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or the occupant are located within the zoning jurisdiction.

## 4. Planner / Staff Review

The Township Planner and other Township staff as requested by the Zoning Administrator will provide a review and recommendation based upon the required standards and findings outlined in Section 36-224. This review and recommendation will be presented during the public hearing being conducted at the Planning Commission meeting.

## 5. Public Hearing & PC Recommendation

Upon hearing the Planner's review and conducting a public hearing, the Planning Commission will make a recommendation to the Township Board to approve, approve with conditions, or deny the conditional use request. The Planning Commission may postpone action on the application if it is determined that additional information is needed from the applicant that would help address the standards and findings of Section 36-224.

## 6. Township Board

After recommendation of the Planning Commission, the application will be placed on the next available meeting of the Township Board. The Board will consider the conditional use request and the Planning

## **7. Township Board Approval**

Commission's recommendation. The Township Board will take action to approve, or deny the conditional use request.

The Township Board may impose conditions that it deems necessary to achieve the objectives and standards of Article VII of the Zoning Ordinance, P.A. 110 of 2006, and the public health, safety and welfare of the Township.

The Township Board's decision, the basis for the decision, and all conditions imposed shall be described in a written statement and provided to the applicant.

