

Northfield Township Conditional Use Review Process

Notice: It should be recognized that this manual does not supersede or preempt any part of Article 63.0 Conditional Uses, of the Northfield Township Zoning Ordinance. It is the responsibility of the applicant to review Article 63.0

1. Application Submittal

Applicants shall submit an application for a conditional use permit to the Township Clerk. The information required for a conditional use review is listed in Section 63.04. Review fees shall be enclosed as part of a complete conditional use application.

2. 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.

3. Required Signage

For any proposed conditional use request, the petitioner(s) or owner(s) of the property that will encompass the conditional use shall place a 4' x 8' sign on each side of the property abutting a street. Each sign all be erected at least 21 days, not more than 30 days before the Planning Commission public hearing on the conditional use request.

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 63.07. 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 63.07.

**6. Township
Board Action**

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

**7. Township
Board
Approval**

The Township Board may impose conditions that it deems necessary to achieve the objectives and standards 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.

Conditional Use Checklist

The following minimum information is required for all conditional use applications:

- The applicant's name, address, and telephone number.
- The names and addresses of all owners of record and proof of ownership
- The applicant's interest in the property, and if the applicant is not the fee simple owner, the owner's signed authorization for the application.
- Recorded legal description, address, and tax parcel number of the property.
- A scaled and accurate survey drawing, correlated with the recorded legal description, and showing all existing buildings, drives, and other improvements.
- A detailed written description of the proposed use, addressing whether the proposed use meets the following standards:
 - Will be harmonious, and in accordance, with the objectives and regulations within the Zoning Ordinance.
 - Will be compatible with the natural environment and existing and future land uses in the vicinity.
 - That the proposed use will be served adequately by essential public facilities and disposal, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service.
 - That the proposed use will not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, persons, property or the public welfare.
 - That the proposed use will not create additional requirements at public cost for public facilities and services that will be detrimental to the economic welfare of the community.
 - Will be compatible with the Township's adopted general development plan.
- A site plan, meeting the requirements of a preliminary site plan, as set forth in Section 64.03.
- A written statement from the Zoning Administrator regarding the existing conditions of the property and compliance with the Zoning Ordinance.

**Conditional Use Flow Chart
Per Section 63**

