

BROOKS TOWNSHIP SPECIAL LAND USES

WELCOME!

Below is information on Brooks Township's **Special Land Use** processes and procedures. If you have any questions that are not answered here, please feel free to contact the Zoning Administrator at the number below. Applications for Special Land Use Permits are available at the Township Hall, or you can call us to request that one be sent by mail or fax. Much of our zoning information, including our complete zoning ordinance, is also available on our website, at www.brookstownship.org. The information provided here is only a summary of the hearing procedures and requirements for SLUP requests. It is the responsibility of each applicant to obtain and review the Zoning Ordinance in order to comply fully with its requirements and procedures.

Many of the uses permitted in the Township's zoning districts are only allowed under Special Land Use Permit (SLUP). These are those uses which could have a greater impact on the property and the surrounding area and need special consideration. These requests go before the Planning Commission (PC). The procedures for SLUP requests are as follows:

Special Land Use Permit –For a SLUP request, you are required to submit an application, fee, and **10** copies of a full site plan. The PC holds a public hearing on the request (noticed in a local paper, and by sending notices to all property owners/tenants within 300 feet of the property between 5 and 15 days prior to the hearing date). The PC will approve the request if they find that it meets all required standards. The PC will make its decision on the request within 60 days after the hearing is held, unless the PC decides that an extension of the time period is necessary in order to make their decision.

1. You must submit an application to the Township's Zoning Administrator (ZA), along with the appropriate fees. You also need to provide **10** copies of a site plan which contains all of the information required by Article 17 of the Zoning Ordinance.
2. The ZO sets a PC hearing date and publishes the required notice in a local paper. The ZO also sends notices to all property owners and tenants within 300 feet of the property involved in the request.
3. At the meeting, the PC will review the application, all information provided by the applicant in support of the request, and any comments provided by other departments or consultants. They will also hold a public hearing where any interested party may speak for or against the request. Following the hearing and all deliberations, the PC will either approve the request, deny it, or approve it with conditions. If it meets all required standards of the Zoning Ordinance, they will approve it. The general standards for SLUP approval are explained below. Additional standards that specific uses need to meet can be found in Section 14, 14.12 of the Zoning Ordinance. In order to be approved, the use must:
 - a. Be designed, constructed, operated and maintained so it will be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the area in which it is proposed. (*i.e., the use fits well within the surrounding area*)
 - b. Be adequately served by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools. (*i.e., necessary infrastructure and utilities will be in place to support the proposed use*)

- c. Not create excessive additional requirements at public cost for public facilities and services, or overload presently existing public facilities such as, but not limited to, public access sites and boat launches.
 - d. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
 - e. Be consistent with the intent and purpose of the zoning district in which such use will be located.
 - f. Be consistent with the intent and purpose of the township master plan.
 - g. Not significantly increase the potential for unauthorized trespass on adjoining property.
4. The Board may impose reasonable conditions on any SLUP approval. SLUPs run with the land and are binding on any subsequent owners and/or occupants of the property.
5. If your request is denied, you may not re-submit for a period of one year, unless you can show that there are new and significant facts or conditions which may affect the decision.

All PC meetings are held at the Township Hall. When your case is heard, you will be given a chance to speak and present any facts or evidence that you wish the PC to consider when deciding your case. It is required that you attend the meeting, or have someone represent you if you are unable to make the meeting yourself, so that any questions the PC may have can be answered.

Note: The fees for PC cases are set by the Township Board and help cover the Township's costs for the mailings and staff time that each case requires. All fees are nonrefundable, and will not be returned if your case is denied or if you withdraw your request. Additional fees may be required if the use of outside consultants is required for your case.

Any questions about SLUP requests or the Planning Commission can be directed to the Zoning Administrator, who can be reached at:

Brooks Township Hall
490 Quarterline Road, P. O. Box 625
Newaygo, MI 49337
Phone: (231) 652-6763, ext. 14
Fax: (231) 652-6721
Email: contact@brookstownship.org

Brooks Township office hours are:
9:00 a.m. to 3:00 p.m., Monday through Thursday
9:00 a.m. to 12:00 p.m. Friday