

BEDFORD TOWNSHIP PLANNING COMMISSION

APPLICATION FOR SPECIAL APPROVAL

1. _____

Owner Name	Phone Number	Fax Number
Address	City / State / Zip	E-Mail Address
Parcel Number	Property Zoning	Number of Acres
Fee Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____ (Fee \$ _____ Escrow \$ _____)		

2. Proposed Use: _____

Plot Plan or Engineered Site Plan should accompany this application, as required by the Zoning Ordinance.
 Plan Submitted: Yes No Public Hearing Scheduled Date: _____

3. I (We), _____, _____, property owner(s), hereby grant permission for members of the Bedford Township Planning Commission Planning Department staff and consultants to enter the above-described property for the purpose of gathering information related to this application. (Note to applicant: Failure to grant permission to enter this property will not affect any decision regarding your application.)

Signature	Typed / Printed Name	Date
Signature	Typed / Printed Name	Date

4. **PLEASE READ BEFORE SIGNING THIS APPLICATION**

The Planning Commission may request that the applicant provide additional information to assist them in their decision-making. You may include any information that you believe will be of assistance in reaching a decision, however, any decision reached will be based on the Zoning Ordinance requirements for the request and the appropriateness of the proposed request as it relates to the surrounding zoning and uses. Should the Special Approval be granted, the Special Approval shall only apply to the use requested and approved, and the approval shall expire and become null and void without further notice or action by the Planning Commission in any case where the special approval use has not been established within six (6) months after the Planning Commission’s grant of approval thereof or where the special approval use is discontinued or ceases to exist for six (6) consecutive months or for 18 months during any three year period; and which may be revoked by the Planning Commission after it finds that any of the requirements of the Zoning Ordinance or conditions of approval are not being maintained. In the event your escrow account for this project is found to be insufficient, your signature below indicates that you agree to remit additional funds to rectify the account. Your signature below also indicates that you have read and understand the accompanying literature “Bedford Township Special Approval Procedures” and the fee schedule.

Signature	Typed / Printed Name	Date
Signature	Typed / Printed Name	Date

Application Accepted By: _____

Planning Department Rep	Date	Copy Given to Applicant	Applicant or Representative Initials
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BEDFORD TOWNSHIP

Special Approval Procedures

as per Act No. 110 of 2006, Michigan Zoning Enabling Act

Special Approval Application

A Special Approval application form is completed and the appropriate fees are paid at the time of application. A simple plot plan or detailed site plan may be required based on the special approval request.

Public Hearing

When the application is filed, and all appropriate fees are paid, a public hearing is scheduled and notice of public hearing is published in the Monroe Evening News. The Staff prepares the public hearing notice to publish not less than fifteen (15) days prior to the date of public hearing. In addition, the law states that a copy of the public hearing notice must be mailed or given to the applicant and all real property owners of property assessed within 300 feet of the subject parcel and occupants of all structures within 300 feet of the subject property when they are not the real property owner. The Staff mails the public hearing notice to all property owners and occupants of all structures not less than fifteen (15) days prior to the date of the public hearing.

The public hearing process allows members of the community who may have a personal interest in the special approval request an opportunity to ask questions of the applicant or make comments about the proposal. The Planning Commission will also review, at the public hearing, any written comments that have been received regarding the application. The applicant is given an opportunity to present his or her plans for the property at that time.

Planning Commission Action

Prior to the public hearing, the Planning Department Staff will prepare a fact-based analysis of the request. This information, along with public input during the public hearing, will assist the Planning Commission in taking formal action on the request. At that time, the Planning Commission may approve, approve with conditions, deny, or table the request.