

**Application for Special Use Permit
Village of Paw Paw, Van Buren County, Michigan**

1. Legal description of subject property (Plat and Lot, or Metes and Bounds description): _____

2. Zoning Classification: _____
3. Size and location of subject property (acreage, dimensions, street, street number or nearest landmarks, etc): _____

4. Present improvements on the property (buildings or other structures, etc): _____

5. Applicant's interest in the property (title holder-owner, land contract, purchaser, tenants, lessee, etc):

6. If applicant's interest is other than title holder, does the title holder know of this application and consent to its submittal? ___ YES ___ NO
7. Indicate any restrictions which encumber the property (plat restrictions, etc.) If none, state none: _____

8. State present use of property: _____

9. Describe proposed use of property (number of units, occupants, employees, customers, user): _____

10. Does a site plan accompany the application? ___ YES ___ NO

Name of Applicant (print or typed): _____

Address: _____

Telephone: (work) _____ (Home) _____

Signature of applicant: _____

For Official Use Only:

Date Approved: _____

Conditions: _____

Date Rejected: _____

Reasons: _____

Special Use Permit

The following guidelines have been compiled to assist residents who need a special use permit. Special use permits are required for activities that are compatible with other uses in a zoning district and have characteristics which require individual review. The purpose of the review is to ensure consistency with surrounding uses, public services and facilities, and conformance with the Village Zoning Ordinance, Article 13, Section 13.6.

- 1) Special use permit applications can be obtained at Village Hall. The fee for a special use permit is \$175.00.

You will need the following information to complete the application:

- A) Legal description (Can be obtained at Village Hall)
 - B) Zoning classification
 - C) Include a lot diagram specifying dimensions, street names, existing structures or proposed structures.
 - D) Indicate if you are owner, land contract purchaser, tenant, or lessee
 - E) Indicate if there are any restrictions on property
 - F) State present use of property
 - G) Describe proposed use of property
 - H) Site plan is **required** in accordance with Section 14.2 of Village Zoning Ordinance
 - I) Sign, address, date and include telephone number
2. After you have filled out the application, please return it to Village Hall. The application will be considered at the next **Planning Commission** meeting, providing that the publication requirements listed below have been met. Planning Commission meetings are the 4th Thursday of the month.

NOTE: Special use applications must be published in the newspaper, not less than 5 days or more than 15 days prior to the meeting. To ensure that your application will be considered, please turn the application in at least 20 days prior to the meeting. If you have any questions on time limit, please phone Village Hall.
 3. The Planning Commission will review the application and may approve, approve with conditions, deny or table the permit based on the standards of the special use as set forth in the zoning ordinance.

If you have any questions, please feel free to phone the **Village Hall at (269) 657-3148.**