

**TOWNSHIP OF ARCADIA  
SPECIAL LAND USE PERMIT  
APPLICATION AND INFORMATION PACKET**

**March 2022**

**TOWNSHIP OF ARCADIA**  
**INSTRUCTIONS AND PROCEDURES FOR**  
**SPECIAL LAND USE PERMIT APPLICATION**

The Township of Arcadia Zoning Ordinance authorizes the Township Planning Commission to approve the establishment of certain land uses listed in the Zoning Ordinance as a “special land use”. All special land use permit requests are subject to the following application instructions and procedures:

1. Applicant files application and all supporting information, including all pertinent site plans, specifications, and other data upon which the applicant intends to rely with the Zoning Administrator at:

Manistee County Planning Department  
395 Third Street  
Manistee, MI 49660

2. Applicant filing with Zoning Administrator must include required application fee and any applicable beginning escrow deposit per Township Planning & Development Fee and Escrow Schedule.
3. Zoning Administrator reviews application submittal to verify it is administratively complete.
4. State law and the Zoning Ordinance require Township Planning Commission to hold a public hearing on the application, preceded by publication of legal notice in newspaper and by mailing to property owners/occupants within 300 feet of the property involved with the application. This public hearing is held as part of a Planning Commission meeting. Township will inform applicant of meeting date application will be considered, and handles all legal requirements relating to required public hearing.

Note: regular meetings of the Planning Commission are generally held monthly. The regular meeting schedule is posted at Township Hall and on Township website ([www.townshipofarcadia.org](http://www.townshipofarcadia.org)). Special meetings may be scheduled with approval of Planning Commission. Township has an application submittal deadline for each meeting date, to provide sufficient time to have application reviewed by Zoning Administrator, comply with legal notice requirements, and distribute application materials to Planning Commission members prior to meeting.

5. Applicant is expected to attend Planning Commission meeting at which application will be considered and/or have informed representative attend on their behalf (for example, their proposed building contractor or architect).

Applicant must be prepared to explain details of proposed special land use. Applicant has burden of proof on the application, based on standards specified in Section 20.3 of the Township Zoning Ordinance (and, as applicable, specific standards required of particular special land uses specified in Section 20.7 of the Zoning Ordinance, and any other pertinent requirements).

6. Applicant may expect Planning Commission public hearing/meeting to generally follow this format (covered in more detail in Section 3.8 of Planning Commission Bylaws and Section 20.2 of Zoning Ordinance):
  - Planning Commission introduces application and requests initial comments from Township advisors (such as Zoning Administrator and/or Township Attorney).
  - Applicant explains proposed special land use and facts applicant believes show all applicable approval standards and other requirements are met.
  - General public comments on application.
  - Planning Commission discusses request and makes findings of fact relevant to approval standards.
  - Planning Commission makes decision on application.
7. Planning Commission decision options include:
  - denial of application.
  - approval of application (with or without conditions).
  - table application for additional information and/or for applicant to consider revising proposal to comply with requirements.
8. If special land use permit is approved, Planning Commission approval of a site plan is also required before the land use can be conducted (and before any associated building permit can be issued). The Township has a separate "Site Plan Review Application and Information Packet" to assist you with this requirement.

Note: if applicant has submitted a complete site plan review packet with the special land use application, the Planning Commission will ordinarily consider both matters at the same meeting (if the special land use permit is approved).

9. Planning Commission decisions are shown in meeting minutes. All proposed and approved meeting minutes are public records available at the Township office in accordance with applicable state laws and Township policies.

**Note: Incomplete applications will not be accepted, and no application will be considered complete without payment of application fee in full. Planning Commission also reserves right to request additional information from applicant to give proper consideration to requested special land use.**

**TOWNSHIP OF ARCADIA PLANNING COMMISSION**

**APPLICATION FOR SPECIAL LAND USE PERMIT**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

Property Address (including all street addresses within the property of proposed special land use): \_\_\_\_\_

\_\_\_\_\_

Parcel ID Number: \_\_\_\_\_ Present Zoning: \_\_\_\_\_

Legal Description: \_\_\_\_\_ (attach deed or tax bill)

Interest of Applicant in the Property: \_\_\_\_\_  
(Deedholder, Land Contract Purchaser, Lessee, Other)

If Applicant's interest is other than deedholder, does Applicant have consent of deedholder to proposed special land use and this application? Yes \_\_\_ No \_\_\_

Generally describe proposed special land use, and refer to section of Zoning Ordinance listing the use in the zoning district: \_\_\_\_\_

\_\_\_\_\_

Include with the application either a preliminary site plan\* or a final site plan\*\* of the subject property, and all other information upon which the applicant intends to rely to show all applicable special land use approval standards and other requirements are satisfied.

\*See Section 19.4 of Zoning Ordinance, and Preliminary Site Plan Review checklist in SPR Application and Information Packet.  
\*\*See separate Site Plan Review Application and Information Packet.

Applicant(s) Telephone Number(s): \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

\_\_\_\_\_

**\*\*\*\*\*FOR TOWNSHIP OFFICE USE ONLY\*\*\*\*\***

Application #: \_\_\_\_\_ Date application received including fee: \_\_\_\_\_ Amount/form of appl. fee: \_\_\_\_\_

Planning Commission decision on application at \_\_\_\_\_ meeting:  Approved  
 Approved with conditions  
 Denied