

**LOWELL CHARTER TOWNSHIP**  
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Lowell, MI 49331  
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[www.lowelltpw.org](http://www.lowelltpw.org)

**SPECIAL LAND USE REVIEW PROCESS**

For all Special Land Use requests a public hearing is held by the Planning Commission which makes the final decision. A site plan of the proposed project must also accompany the Special Land Use application.

**1. Application Fee: \$300.00**

The application fee is used for the administrative costs of advertising the public hearing, mailing notices to property owners within 300 feet and holding the public hearing.

**Escrow Fee: \$1,000 (separate check required)**

The escrow fee pays for the cost of services provided by professional consultants retained by the Township to assist in reviewing the project. If the initial amount is exhausted additional escrow fee's may be required.

**2. Processing Period**

A special land use permit application usually takes about 45– 60 days to process.

**3. Information to be Submitted by the Applicant**

The following information must be submitted to the Township not less than three weeks before the date of the next Planning Commission meeting in order to be placed on that agenda. *See Schedule on Website*

\_\_\_ Signed application form                      \_\_\_ Application and escrow fees

\_\_\_ 9 copies of a site plan prepared per the attached site plan checklist.

\_\_\_ Digital version of the site plan via a flash drive or email to the Zoning Administrator or Planner.

**4. Application & Review Procedures**

a) Upon receipt of the required information and fee, the Township receptionist provides the application materials to the Planning Commission and the Township Planner and Engineer.

b) Planner & Engineer prepare reports for the Planning Commission. Copies sent to applicant.

c) Applicant presents project to Planning Commission at next scheduled meeting for Commission comments.

d) At this meeting the Commission may set a date for public hearing or request more information.

e) If a public hearing is scheduled the applicant must revise the site plan per Planner and Engineers report and Commissioners comments and provide any other information requested. The revised site plan and information must be re-submitted to the Township no later than the date that the public hearing notice is published in the Lowell Ledger. Planner or Clerk can provide this date.

f) Notice of the public hearing is prepared by the Township Planner and the Clerk arranges for publication in the Lowell Ledger. The notice is also mailed to occupants and property owners within 300 feet of the boundaries of the proposed property. The notice must be published and mailed at least 15 days before the date of the public hearing.

g) Another report is prepared by the Township Planner and Engineer based on the re-submitted information. This report is then provided to the Planning Commission and the applicant.

h) The public hearing is held by the Planning Commission. The applicant is expected to attend the hearing to present the project. Others in attendance are provided an opportunity to speak. Following the public hearing that night or at a subsequent meeting, the Planning Commission may vote to approve the Special Land Use (SLU) permit and site plan or approve it with conditions. In order to approve a SLU, the Commission must find that the project meets the Special Land Use Approval Standards which are attached.

The Commission may also choose to deny the project if these standards are not met or the Commission may vote to postpone a decision until a later date. The Township Board is not involved in deciding Special Land Use requests.

i) The decision of the Planning Commission is final. It cannot be appealed to the Township Board or Zoning Board of Appeals.

j) If the special land use and site plan are approved:

1. Any revisions required by the Commission to the site plan must be submitted to the Zoning Administrator or Township Planner or Engineer for a final review. Two copies of the final approved site plan shall then be dated and signed by the Planning Commission Chair. One copy shall be retained by the applicant and one by the Township.

2. A Findings of Fact is prepared by the Township Planner for approval by the Commission at the next Commission meeting. A Findings of Fact is a formal documentation of the SLU permit approval which cites the date of the site plan, the use or uses authorized to be conducted on the property and any conditions of approval. Once approved a copy is provided to the applicant.

k) Following the signing of the approved the site plan, a building permit may be applied for at the Township office.

l) A Special Land Use permit expires one year after it is approved unless construction begins, or the use begins operations. Prior to the expiration of the permit the applicant may request in writing a one-year extension of the permit from the Planning Commission. If the extension is approved but the use or construction has not commenced within one year following this approval the permit automatically expires and the applicant must submit a new application.

**LOWELL CHARTER TOWNSHIP  
SPECIAL LAND USE APPROVAL STANDARDS  
SECTION 20.03**

To approve a Special Land Use, the Planning Commission must find that all the following general standards are satisfied, in addition to any applicable standards set forth in Section 22.03 or other sections of this Ordinance for specific Special Land Uses:

A. The Special Land Use shall be established, designed, and operated so as not to have a substantial adverse effect upon adjoining or nearby lands or any of the uses thereof, and will be compatible with the character of the area in which the Special Land Use is proposed.

*Does the proposed use satisfy this standard?  yes  no  not applicable*

B. The Special Land Use must not have a substantial adverse effect on water and sewer services, storm water drainage, road capacity, volume of traffic, traffic safety and circulation, and pedestrian safety and shall not result in lighting which is contrary to the purposes of the lighting regulations of this Zoning Ordinance.

*Does the proposed use satisfy this standard?  yes  no  not applicable*

C. The Special Land Use must not have a substantial adverse effect on police and fire services and other public safety and emergency services.

*Does the proposed use satisfy this standard?  yes  no  not applicable*

D. The Special Land Use must not have a substantial adverse effect on the need and demand for other public services.

*Does the proposed use satisfy this standard?  yes  no  not applicable*

E. The Special Land Use must not have a substantial adverse effect on the natural environment of the site and nearby properties.

*Does the proposed use satisfy this standard?  yes  no  not applicable*

F. The Special Land Use must be consistent with the intent and purposes of this ordinance and the Lowell Charter Township Master Plan.

*Does the proposed use satisfy this standard?  yes  no  not applicable*

G. The Special Land Use meets the specific standards of Section 22.03 and / or other specific special land use standards of the Ordinance.

*Does the proposed use satisfy this standard?  yes  no  not applicable*

**Approved \_\_\_\_\_ Denied \_\_\_\_\_**

**Conditions of Approval:**