



Village of Lake Isabella Special Land Use Review Process Updated 2019

1. **Application.** Applications for Special Land Use Permits shall be submitted through the Zoning Administrator. Each application shall be accompanied by the payment of a fee in accordance with the schedule of fees adopted by the Village Council. No part of any fee shall be refundable.
2. **Required Information.** An application for a Special Land Use Permit shall include a completed application form and required application fee, an application is not considered complete without both items
3. **Review Process.** The process of reviewing Permitted and Special Land Uses shall be as follows:

| Approval Level | Approval Process |
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| “P” = Permitted | Applications are received, reviewed, and approved or denied by the Zoning Administrator. |
| “S1” = Level 1 Special Use | <p>Applications are received, reviewed, and may be approved or denied by the Zoning Administrator. Upon making a determination as to whether to approve or deny an application, the Zoning Administrator shall do the following.</p> <p>In the case of an approval, send a notice to all owners and occupants of lands within 300 feet of the site of the approval, including any conditions, and their right to request a public hearing and appeal such to the Planning Commission within 30 days of the notice.</p> <p>In the case of a denial, send notice to the applicant stating the reasons for the denial and informing them of their right to request a hearing within 30 days of the decision before the Planning Commission to consider the application.</p> <p>Public hearings called under this section shall comply with the notification requirements of the Michigan Zoning Enabling Act.</p> |
| “S2” = Level 2 Special Use | <p>Applicants are received and reviewed by the Zoning Administrator. A public hearing is scheduled for the next regular meeting of the Planning Commission that meets the notification requirements of the Michigan Zoning Enabling Act.</p> <p>After conducting a public hearing, the Planning Commission may approve, approve with conditions, or deny the application.</p> |

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| <p>“S3” = Level 3 Special Use</p> | <p>Applicants are received and reviewed by the Zoning Administrator. A public hearing is scheduled for the next regular meeting of the Planning Commission that meets the notification requirements of the Michigan Zoning Enabling Act.</p> <p>After conducting a public hearing, the Planning Commission shall make a recommendation to the Village Council as to whether the requirements of the zoning code are satisfied by the application.</p> <p>The Village Council shall receive the report and recommendation of the Planning Commission and shall then review the application and record from the Planning Commission. After review, the Village Council may approve, approve with conditions, or deny the application.</p> |
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4. Appeal. Appeals of Special Land Use decisions shall be governed by Chapter 1302 of the Codified Ordinances of the Village of Lake Isabella.
5. Decisions. All Special Land Use decisions shall contain a statement of conclusions specifying the basis for the decision and any conditions imposed upon the special land use.
6. Inspections and Revocation. A Special Land Use permit may be revoked if any of the conditions imposed in the granting of the permit are not met or maintained.

GENERAL REVIEW CRITERIAL FOR SPECIAL LAND USES

The general requirements for all special land uses are as follows:

1. Whether the proposed development is in general agreement with the adopted Village Master Plan.
2. Whether the density or use characteristics of the proposed development are detrimental to adjacent properties and land uses.
3. The special land use shall not be hazardous to adjacent property or involve uses, activities, materials or equipment which will be detrimental to the health, safety or welfare of persons or property due to traffic, noise, smoke, odor, fumes or glare.
4. The special land use shall be adequately served by essential public facilities and services; or it shall be demonstrated that the person responsible for the proposed special use shall be able to continually provide adequate services and facilities deemed essential to the special use under consideration.
5. The special land use shall represent an improvement to the property under consideration and the surrounding area in general.
6. The special land use shall not place demands on public services and facilities in excess of current capacity.