

**CHARTER TOWNSHIP OF YORK**  
**SPECIAL USE APPLICATION**

PERMIT       AMENDMENT       EXPANSION

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Parcel ID# \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Names and addresses of property owners (if different than applicant):  
\_\_\_\_\_  
\_\_\_\_\_

1. Attach a copy of proof of ownership with application.
2. If applicant is not the owner, please attach signed authorization.
3. Attach copy of legal description of property.
4. Attach an accurate drawing showing all existing buildings, drives, etc.
5. Explain in detail the proposed use for the property.
6. Site plan (if required, per section 17.03).
7. Statement from Zoning Official (Zoning Official will provide).
8. For items 1-7 provide **15 copies** for the Planning Commission at the time of application. **All sets to be folded, not rolled.**

NOTE: Compliance with articles 16.0 (Special Uses), & 17.0 (Site Plan Review), of the York Township Zoning Ordinance is necessary for completing this application.

The Planning Commission meets on the 2<sup>nd</sup> Monday each month at 7:30 pm at the Charter Township of York Hall, 11560 Stony Creek Rd., Milan, MI. **The application and fee must be received ten (10) business days prior to the regularly scheduled Planning Commission meeting to be included on the agenda for that month.**

You must call and schedule an appointment with the Township Clerk in order to file a petition or application. This includes special use petitions, rezoning petitions, site plan review applications, etc. Applications or petitions can not be filed or accepted without an appointment. Fees are non-refundable without York Township Board approval. For fees please refer to the York Township Developmental Fee Schedule.

\_\_\_\_\_  
Signature of Applicant

Received Date: \_\_\_\_\_ Charter Township of York  
Fee Paid: \_\_\_\_\_

## NOTICE TO ALL PETITIONERS AND APPLICANTS

### FILING APPLICATIONS OR PETITIONS

**You must call and schedule an appointment with the Township Clerk, (734-439-8842), in order to file a petition or application.** This includes conditional use petitions, rezoning petitions, site plan review applications, etc. Applications or petitions cannot be filed or accepted without an appointment.

### COMPLETENESS OF APPLICATION

You are hereby advised that it is your responsibility as a petitioner to review all applicable sections of the York Township Zoning Ordinance and the Growth Management Plan. It is also the responsibility of the petitioner to supply all information required by the applicable Ordinance sections.

Your comprehensive understanding of the Ordinance and the Growth Management Plan, and your submission of all required information, will help expedite review of your application or petition.

The Planning Commission or Zoning Board of Appeals cannot take action on incomplete submission.

### SITE VISITS

Filing a petition or application gives implied consent for Township officials and/or consultants to visit the subject site.

### APPLICATION FEES

Fees are applied to the Township's costs for publication of legal notices, professional review, etc. and are non-refundable. The York Township Fee Schedule lists the fees required for each application/petition. Petitions and applications that require professional reviews shall be billed for additional hours as outlined in the Fee Schedule.

### NON-PAYMENT OF FEES

Non-payment of fees for review hours, non-payment of detailed engineering review fees etc., is cause for denial of building permits and/or certificates of occupancy, or such sums may become a lien against the property.

### PETITIONER'S ACKNOWLEDGEMENT

I hereby acknowledge that I have read the above and that I have been given a copy of this notice and a copy of the appropriate fee schedule.

\_\_\_\_\_  
Signature (Please Print Name)

\_\_\_\_\_  
Date

Title of Development: \_\_\_\_\_