

SUPERIOR CHARTER TOWNSHIP

Conditional Use Permit Application

Article 9 Conditional Uses

Purpose. Use this application when the zoning district identifies the proposed use as a conditional use. A conditional use may not begin until the Planning Commission approves the permit and all required site plan and other approvals are in effect.

Ordinance reference. Article 9, Article 8, and the applicable use standards in Article 10 of the Superior Charter Township Zoning Ordinance.

Current fee schedule. Fees below are from the Planning and Zoning Fee Schedule adopted May 2025. The fee schedule in effect on the filing date controls. Application fees are nonrefundable. Escrow funds pay actual consultant and administrative review costs; additional deposits may be required, and unused funds are returned after the project is complete.

Fees

Application type	Application fee	Escrow deposit
Conditional Land Use Review	\$625 + \$50 per acre	\$3,500
Applicable site plan review	See Site Plan Review Application	See Site Plan Review Application

Concurrent review. A site plan meeting Article 8 is required. When site plan review is filed with this application, the applicable site plan fee and escrow are also due.

Review Process

1. File the completed application, required information, site plan, application fee, and escrow deposit with the Township Clerk. The Treasurer must accept the required fees and escrow before review begins.
2. The Township distributes the application for technical review. Incomplete or inaccurate applications are returned without further consideration.
3. After the application is complete, the Planning Commission holds a public hearing with notice under Section 3.11.
4. The Planning Commission approves, approves with conditions, denies, or postpones the request. Its decision is final; the Zoning Board of Appeals does not review conditional use decisions.

Proposed Conditional Use

Conditional use requested:	Use name as listed in the ordinance
Applicable ordinance section:	District and Article 10 use standard
Property address:	
Parcel identification number(s):	
Legal description	Attach separately
Current zoning district:	
Gross site area:	Acres
Existing use(s):	
Proposed building or addition:	Square feet and height, if applicable
Anticipated employees, occupants, or users:	Maximum by shift or event, as applicable
Proposed days and hours:	

Detailed description of the proposed use and operations

Applicant and Owner

Applicant name and company:

Applicant address:

Applicant phone and email:

Applicant interest in property: *Owner, agent, lessee, option holder, or other*

Property owner name:

Owner address:

Owner phone and email:

Approval Standards Narrative

Attach additional pages if needed. Address each item with facts specific to the proposed use and site. The Planning Commission must make affirmative findings on all applicable standards in Section 9.04.B.

1 Harmony with the objectives, intent, and purposes of the ordinance

2 Compatibility with adjacent property and the surrounding area; comparison to impacts of permitted uses

3 Consistency with the Master Plan

4 Adequacy of streets, police and fire protection, drainage, utilities, refuse disposal, and other public services

5 Protection of neighboring uses, persons, property, the environment, and public welfare

6 Public facility or service demands and avoidance of detrimental public costs

7 Compliance with applicable Article 10 use standards and federal, state, regional, and county requirements

Submission Checklist

- ☐ Proof of ownership and signed owner authorization if the applicant is not the fee simple owner.
- ☐ Complete legal description, property address, and parcel identification number.
- ☐ Scaled and accurate survey correlated with the legal description and showing existing buildings, drives, and improvements.
- ☐ Detailed written description of the proposed use and operations.
- ☐ Site plan meeting all applicable requirements of Article 8 and Section 8.07.
- ☐ Written response to the general approval standards in Section 9.04.B.
- ☐ Written response to every applicable use-specific standard in Article 10.
- ☐ Other agency permits or approvals obtained or required, if known.
- ☐ Application fee and escrow deposit, plus applicable site plan fee and escrow.

Approval duration. Conditional use approval expires unless a preliminary site plan effectuating the use is approved within two years. Approval lapses if the use ceases or is abandoned for 12 months. A denied application generally may not be resubmitted for 365 days except as allowed by Section 9.05.C.4.

Applicant Certification and Authorization

I certify that the information in this application and all accompanying materials is complete and accurate to the best of my knowledge. I authorize Township officials, employees, and consultants to enter the subject property at reasonable times for review and inspection related to this application. I understand that approval does not authorize work that requires other Township, county, state, or federal permits.

Applicant printed name:

Applicant signature and date:

If the applicant is not the fee simple owner, the owner must sign below or provide separate written authorization.

Owner printed name:

Owner signature and date:

Township Use

Application number <i>Township use</i>	Date submitted <i>Township use</i>
Date deemed complete <i>Township use</i>	Meeting or hearing date <i>Township use</i>
Application fee received \$	Escrow received \$
Treasurer acceptance <i>Name and date</i>	Zoning Administrator review <i>Name and date</i>