

Metamora Township

Guide to Special Land Use Approval

A) Application Form and Fee

Special Land Use Applications are available from the Township Clerk. Fourteen (14) completed copies of the application and the required site plan must be received at least twenty-one (21) days prior to a regular meeting of the Planning Commission. The applicant is encouraged to use the site plan checklist and is expected to be familiar with all applicable sections of the Zoning Ordinance, particularly Section 1524 and Article 14. The completed application must be accompanied by the required fee, as established by the Township Board.

B) Planning Commission Review and Public Hearing

If the application for special land use approval is complete and received at least 21 days prior to the next regular Planning Commission meeting, it will be placed on the agenda for consideration. The applicant will be allowed to present his proposal and plans to the Commission for their review. The Commission will schedule a public hearing on the special land use request and give notice of the hearing in the newspaper and by regular U.S. Mail to the applicant and all owners and occupants within 300 feet. The Commission may transmit copies of the plans to the Township Planner, Engineer, Attorney and/or Fire Department for review, as necessary.

C) Action by the Planning Commission

After the public hearing is held, the Planning Commission will study the application and plans, comments of interested persons at the hearing, and any reports received from the Planner, Engineer, Attorney and/or Fire Chief and will issue or deny the issuance of a Special Land Use Permit at a regular or special meeting. Only the Planning Commission has the authority to approve or deny the special land use, as provided for in the Zoning Ordinance.