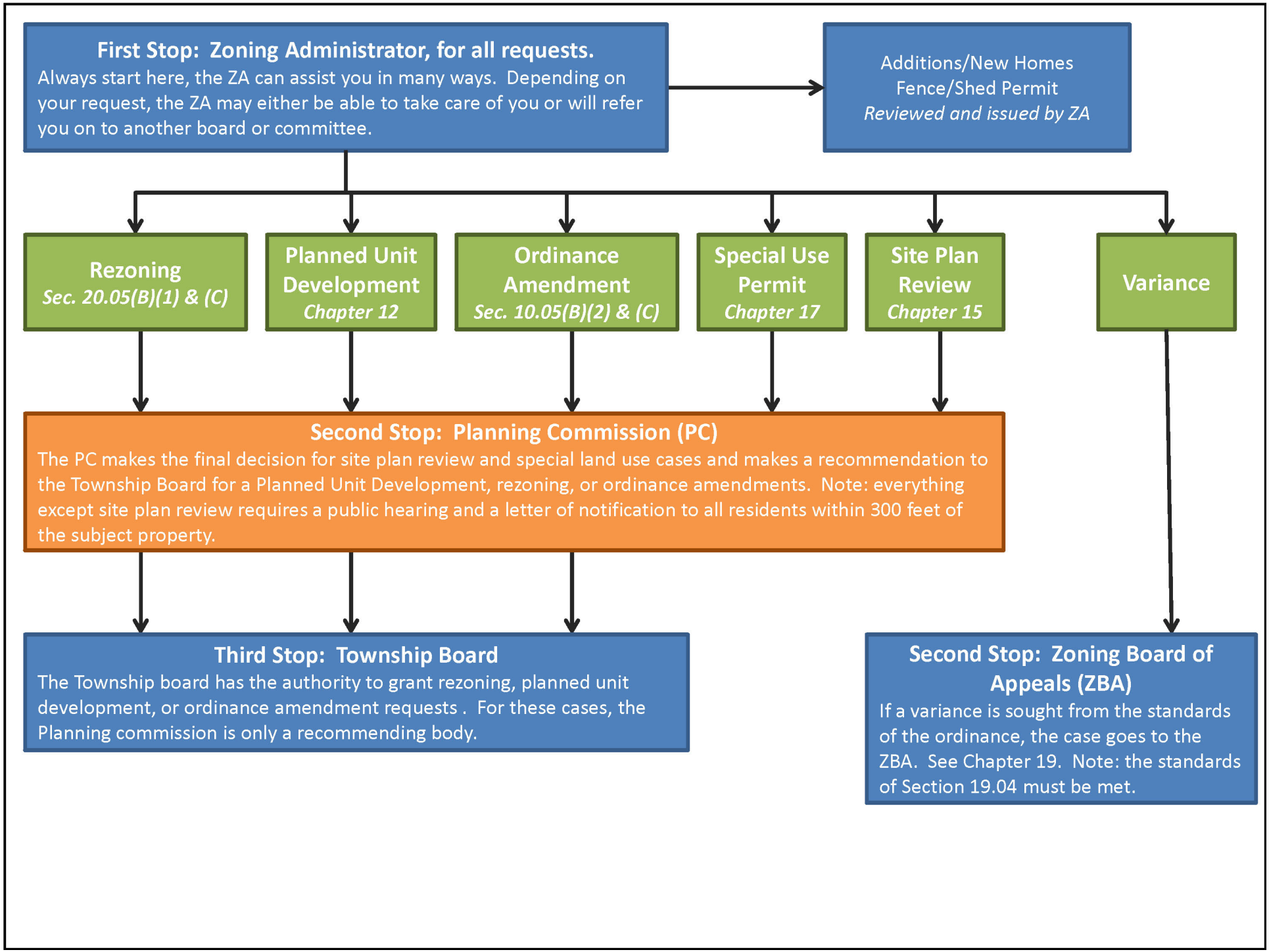
First Stop: Zoning Administrator, for all requests.
Always start here, the ZA can assist you in many ways. Depending on your request, the ZA may either be able to take care of you or will refer you on to another board or committee.
Additions/New Homes
Fence/Shed Permit
Reviewed and issued by ZA
Rezoning
Sec. 20.05(B)(1) & (C)
Planned Unit Development
Chapter 12
Ordinance Amendment
Sec. 10.05(B)(2) & (C)
Special Use Permit
Chapter 17
Site Plan Review
Chapter 15
Variance
Second Stop: Planning Commission (PC)
The PC makes the final decision for site plan review and special land use cases and makes a recommendation to the Township Board for a Planned Unit Development, rezoning, or ordinance amendments. Note: everything except site plan review requires a public hearing and a letter of notification to all residents within 300 feet of the subject property.
Third Stop: Township Board
The Township board has the authority to grant rezoning, planned unit development, or ordinance amendment requests . For these cases, the Planning commission is only a recommending body.
Second Stop: Zoning Board of Appeals (ZBA)
If a variance is sought from the standards of the ordinance, the case goes to the ZBA. See Chapter 19. Note: the standards of Section 19.04 must be met.