



Village Of Millington

8569 State St - P.O. Box 261 - Millington,
Michigan 48746
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Email: vom_clerk@millingtonvillage.org

Date: _____
Application Number: _____
Review Fee: \$ _____

SPECIAL USE PERMIT APPLICATION

Applicant Information

Name: _____
Street Address: _____
City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property Owner (if different from applicant; if more than 1 list on separate sheet)

Name: _____
Street Address: _____
City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property for which special use permit is requested

Street Address: _____
Nearest Crossroads: _____
Tax Parcel ID#: _____ Zoning District: _____

Brief description of the proposed special use permit: _____

Attach the following to the application:

9 copies of a site plan of the proposed site (see site plan checklist)

A separate sheet explaining how the proposed special use permit will meet the standards for approval (see special land use checklist).

I hereby affirm that the above information is correct to the best of my knowledge.

Signature of Applicant _____ Print/type name _____ Date _____

Signature of Property Owner _____ Print/type name _____ Date _____
(if different from applicant)

(See reverse)

FOR OFFICE USE ONLY

Copies of site plan sent for review (attach comments)

	Date Sent	Date of Response
Village Fire Chief	_____	_____
Village Fire Chief	_____	_____
Village DPW Director	_____	_____
Village Planner	_____	_____
Village Engineer	_____	_____
Village Attorney	_____	_____
Michigan Department of Transportation (MDOT)	_____	_____
Michigan Department of Environmental Quality (MDEQ)	_____	_____
Planning Commission members	_____	_____

_____ Date notice of Planning Commission meeting published.
_____ Date notice of Planning Commission meeting mailed to residents and property owners within 300' of subject parcel.

Attach copy of published notice and list of residents and property owners sent notice.

Planning Commission decision: SUP approved SUP denied SUP approved w/conditions
Date of Planning Commission meeting (minutes attached): _____

Site plan approval: Site plan approved Site plan denied Site plan approved w/conditions
Date of Planning Commission meeting (minutes attached): _____

Remarks: _____

INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING

REGULAR PLANNING COMMISSION MEETINGS are held at 6:00 p.m. on the 3rd Tuesday of each month at the Village Hall.

The deadline for filing applications is 21 days prior to the meeting. This is to allow enough time to meet the requirements for advertising and notifying the owners of property within 300 feet.

HEARINGS WILL NOT BE SCHEDULED UNLESS **ALL** INFORMATION IS SUBMITTED AND FEE PAID BY THIS DEADLINE.

Applicant must attend the Village Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. Letter explaining in detail exactly what your intended use of the property is.
2. Proof of ownership – DEED
3. Completed application form
4. Site plan of the property with the information listed in the attached site plan check list.
5. Application fee