

Process for Application Procedure for CUP

Township clerk is notified that an application has been given out for CUP.

Type of notification can be worked out with each clerk. I.e. fax, letter, e-mail

Completed Application is forwarded to Board members Clerk & Supervisors.

Type of notification will be worked out with Staff to meet individual townships needs.

When the application is completed and returned. Staff will direct applicant to contact Township Board to arrange meeting at their monthly meeting.

Perhaps the Township could notify the property owners impacted by the application of that meeting so they could attend or comment otherwise on their initial concerns. This would preview the opposition and allow the applicant to adjust his expectations. It also would give the Township heads up on the type assistance that needed to complete the process in the most efficient and timely manner.

The Township would advise staff of the concerns raised and any recommendations the Board has.

There hearing process would proceed as it does today but the neighboring property owners would have had a more reasonable amount of time to consider their response.

As concerns are raised the involved parties would be encouraged to meet and negotiate possible solutions.

After a determination the Township would be directly involved with the content of the CUP. If the CUP were particularly complex the Township would have a chance to retain legal advice and/or recommend revision.