

**Howard Township – Cass County, Michigan
Zoning Permit(s) Application**

Goes before the Planning Commission (to include a public hearing):

_____ Special Land Use - \$350 fee _____ Rezone Request - \$350 fee
_____ Site Plan Review \$100 fee _____ Amendment to Zoning Ordinance Request - \$350.00 fee
_____ Planned Unit Development - \$400 fee

Goes before the Zoning Board of Appeals (to include a public hearing):

_____ Variance Request - \$350 fee _____ Interpretation Appeal - \$350 fee

Additional fees possible. Fees are non refundable.

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Applicant/Property Owner Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number(s): _____

Project Location/Address: _____

Property Parcel Number: _____ **Zoning District:** _____

Brief Description of Proposed Use or Request: _____

Note: Include a cover letter stating request; how it will affect the area; what steps will be taken to mitigate any negative impacts (if there are any). Supply all supporting documentation - to include a site plan.

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I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. The undersigned acknowledges that if a permit is granted or other decisions favorable to the undersigned, the said decision does not relieve the applicant/owner from compliance with other provisions of Howard Township.

Also; I hereby grant permission for members of Howard Township (Planning Commission, Zoning Board of Appeals, Township Board, and Staff) and any additional individual/company designated by Howard Township to enter the above described property for the purposes of gathering information related to this application.

Signature of Owner _____ **Date** _____

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Office Use Only

Amount paid _____ by: cash _____ check # _____ Date _____ Staff Initials _____

Howard Township – Cass County Michigan
1345 Barron Lake Rd. Niles, MI 49120 ph: 269-684-0072 fax: 269-684-6181

So as not to be disruptive to the Board or members of the public, the following guidelines shall apply

Meeting Guidelines

1. All public meetings are open to all those who wish to attend.
2. Any audience member has a right to speak and address the Board during the designated public comment segment of the meeting.
3. The Chairperson of any Board has a right to limit the time for speaking to five (5) minutes per person or any other time period set by the applicable Board.
4. No member of the public has a right to interrupt the proceedings or to speak out of turn. The Chairperson has a right to call such a person out of order and require them to be quiet and seated.
5. The Chairperson has a right to have a member of the audience removed if their actions constitute a breach of the peace.
6. Photography and videotaping by any member of the audience is permitted during a meeting but must be done from the rear of the meeting room so as not to disrupt the proceedings or cause an obstruction between audience members and the applicable Board.

Public Hearing Guidelines

1. This is a public hearing designated to **receive comments** on the stated nature of the public hearing. Only comments regarding this subject will be accepted. The Board (and applicant, if any) shall **not be required** to answer questions posed by members of the public or engage in a back and forth discussion, however, the Board may ask any question they deem necessary.
2. All persons wishing to comment shall be given an opportunity to do so. If there are a number of individuals with the same comments please try to have a spokesperson.
3. The person addressing the Board shall state their name and address for the record and make comments directly to the Board. Speak clearly so that you may be heard.
4. Each person speaking shall limit their comments to five (5) minutes unless the Chairperson allows additional time.
5. Everyone shall have an opportunity to speak before a person is allowed to speak a second time.
6. The Chairperson may, at his or her discretion, terminate unreasonably repetitive, irrelevant or lengthy comments which are non-productive to the issue at hand.
7. If at any time during the hearing, the Chairperson feels no other relevant comments are being stated or the public is out of order, the Chairperson may close the public hearing. The Chairperson may, at his/her discretion, terminate unreasonably repetitive, irrelevant, or lengthy comments which are non-productive to the issue at hand.
8. Once the public hearing has been closed no further input shall be allowed unless specifically requested by the Board.

**Howard Township – Cass County Michigan
Planning Commission and Zoning Board of Appeals
Appeal Deadlines**

An appeal taken from a decision of the Planning Commission or the Zoning Board of Appeals must be filed with the reviewing body within thirty (30) days after a written decision is issued or twenty-one (21) days following approval of the minutes confirming the decision, whichever is first to occur.