



TEXAS TOWNSHIP SPECIAL EXCEPTION USE

7110 West Q Ave
Kalamazoo, MI 49009
P: 269-375-1591
F: 269-375-0791
www.texastownship.org

APPLICATION FORM

I (we), the undersigned do hereby submit one packet that includes: completed and signed application, drawings, and supporting documentation, review fee, and escrow of the site plan for the purpose of obtaining a Special Exception Use and approval 28 days prior to the regularly scheduled meeting. In making this application, I (we) acknowledge that the Township Planning Commission has discretion to impose reasonable terms and conditions as a condition of issuance of such permit.

Please review the [Texas Township ClearZoning Ordinances](#) that pertain to your project prior to submission of your application.

APPLICANT INFORMATION

Applicant Name: _____

Email: _____ **Phone:** _____

Mailing Address: _____

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

PARCEL INFORMATION

Subject Parcel Number: 3909-_____ - _____ - _____

Subject Parcel Street Address: _____

Current Zoning Classification: _____

Area of Subject Property: _____ **Acres:** _____ - OR - **Square Feet:** _____

Legal Description (per deed of record Kal. Co. Register of Deeds) _____

LEGAL OWNER INFORMATION

Legal Owner of Parcel: _____

Legal Owner's Address: _____

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

Email: _____ **Phone:** _____

Above legal owner has consented to this application? Yes: _____ No: _____

EXCEPTION INFORMATION

Ordinance Number & Section of Requested Exception: _____

Description of Proposed Special Exception Use:

See Sec. 36-6.3 (other requirements and documentation may be required)



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BRIEF OVERVIEW OF APPLICATION REQUIREMENTS & PROCESS

APPLICATION REVIEW PROCESS

- 28 Days Prior to Meeting - Application Deadline
- 15 Days Prior to Meeting – Notice of Public Hearing Published & Mailed

APPLICATION REQUIREMENTS

Application & Special Exception Use Review

- (1) One original signed application form
- (1) One electronic PDF version of the application form
- (1) Application fee
- (1) Escrow fee & signed escrow affidavit
- (1) One copy of approved site plan at half-scale (*Note: Some home occupation uses may submit a site sketch in lieu of a full site plan. Please contact the Planner for more information.*)
- (1) One electronic PDF version of site plan

In making this application, I (we) acknowledge that the Planning Commission will review this application at a public meeting, that I (we) or a representative on my (our) behalf will be expected to attend the public meeting in order to provide information and answer questions, and that the meeting will be open to all interested persons who desire to attend. I (we) also grant permission to any Texas Township official or representative to enter and inspect the subject property for purposes related to this application.

Signature of Deed Holder: _____ Date: _____

Signature of Applicant: _____ Date: _____

Office Use Only

Date Received: _____ Time: _____ Received By: _____

App Fee Paid: \$ _____ Check #: _____ Escrow Fee Paid: \$ _____ Check #: _____

Planning Commission Meeting Date: _____

Please review the [Texas Township ClearZoning Ordinances](#) prior to submission of your application.