

For SBT Use Only:

Zoning Office:  
 Receipt #: \_\_\_\_\_  
 Amt: \$ \_\_\_\_\_  
 Cash \_\_\_\_\_ or Check# \_\_\_\_\_  
 PHA-C/D: \_\_\_\_\_  
 Pkg to ZBA/PC: \_\_\_\_\_

PH Info:  
 PH Date: \_\_\_\_\_  
 Clerk ND: \_\_\_\_\_  
 Chair ND: \_\_\_\_\_  
 PHC #: \_\_\_\_\_  
 ZP #: \_\_\_\_\_

ZO Stamp

**SBT SPECIAL APPROVAL APPLICATION**  
**PUBLIC HEARING REQUEST**

Application is hereby made for a public hearing before the South Branch Township: (check one)  ZBA, OR  PC, regarding a 'Special Approval' for the following: (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> <b>ZONING BOARD OF APPEALS (ZBA)</b>                   | <input type="checkbox"/> <b>PLANNING COMMISSION (PC),</b>                 |
| <input type="checkbox"/> Variance to the zoning standard (Dimensional variance) | <input type="checkbox"/> Special Use Permit (SUP)                         |
| <input type="checkbox"/> Interpretation of the ordinance                        | <input type="checkbox"/> Site Plan Review (SPR)                           |
| <input type="checkbox"/> Classification of unlisted land use(s)                 | <input type="checkbox"/> Rezoning Request                                 |
| <input type="checkbox"/> Appeal of Zoning Admin decision                        | <input type="checkbox"/> Proposed Amendments to the ordinance             |
| <input type="checkbox"/> Determination of Zoning District boundaries            | <input type="checkbox"/> Change of nonconforming use (NCU) to another NCU |

If this request is for a REHEARING of a previously decided upon case check this box  and provide former PH case # \_\_\_\_\_; with  ZBA or  PC, original case decision date: \_\_\_\_\_

*Please provide all of the information requested in this section: (For both ZBA & PC Applications)*

**Property Information:**

Parcel Number: (14- digit tax code - not the lot#) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Map Township/Range: T \_\_\_\_\_, R \_\_\_\_\_, Section: \_\_\_\_\_, Acreage: \_\_\_\_\_  
 Parcel Address: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Stream Corridor Overlay?  YES or  NO

**Property Owner Information:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone Numbers: Home: \_\_\_\_\_ Alt.: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Applicant Information:** (if different than property owner/i.e. Business entity, Attorney, or agent acting on owner's behalf)

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone Numbers: Home: \_\_\_\_\_ Alt.: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Proof of Ownership:** (please indicate one of the following & include copy with application)

- Copy of Deed,  Most recent tax bill,  Abstract of Title,  Land Contract Deed

**Attach a Statement of Justification:** Which should clearly detail the reasoning why a special approval should be granted for this request, specifically, as it pertains to the applicable section(s) of the South Branch Township Zoning Ordinance.

**Project Description:**

Building/Structure Type: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Additional details: \_\_\_\_\_

Project requires a (check one):  Dimensional Variance,  Special Use Permit, or  Other Approval

For the following reason(s): \_\_\_\_\_

If Other Approval was checked, explain: \_\_\_\_\_

**SITE PLAN INFO:**

For all variance requests, and all special use requests, a SITE PLAN drawing to scale for the project, showing all existing and proposed structures in detail with dimensions and distances from lot lines clearly indicated must be provided with this application. *Site plans may be required to be prepared by a licensed surveyor for some parcels depending on the individual circumstances, site details and specific zoning districts or overlay zoning such as the Stream Corridor Overlay (SCO) district. The SBT Zoning Administrator will make this determination.*

*Please READ this section for all ZBA variance requests & appeals: (ZBA Applications Only)*

**For Appeals to the ZBA:**

Pursuant to Section 9.07 of the SBT Zoning Ordinance, regarding variances: The ZBA may grant dimensional variances when the applicant demonstrates in the official record of the hearing that the strict enforcement of this Ordinance would result in practical difficulty. To establish practical difficulty, the applicant must establish all of the following:

1. The need for the requested variance is due to unique circumstances or physical conditions of the property involved that do not apply generally to the other properties in the surrounding area, such as narrowness, shallowness, shape, water, or topography and is not due to the applicant’s personal or economic hardship.
2. The need for the requested variance is not the result of action of the property owner or previous property owner (self-created).
3. That strict compliance with regulations governing area, setback, frontage, height, bulk, density, or other dimensional requirements will unreasonably prevent the property owner from using the property for a permitted purpose, or will render conformity with those regulations unnecessarily burdensome.
4. The requested variance is the smallest variance needed to grant the applicant substantial relief from the dimensional regulation of the zoning ordinance from which the variance is being requested.
5. That the requested variance will not cause an unreasonable and/or increased adverse impact on surrounding property values, or the use and enjoyment of property in the neighborhood, or Zoning District.

**As the burden of proof for granting a variance rests upon the applicant, please be aware that if there is not sufficient evidence that ALL of the conditions have been met, there is a high probability the variance request may be denied.**

Can it be demonstrated that ALL 5 of the criteria listed are sufficiently met?  YES,  NO: (If you answered NO, you may want to consider revising your proposed project to conform to the zoning standards, to eliminate the need for a variance.)

**The Statement of Justification should explain in detail how each of the 5 criteria above is, in your opinion, met.**

*(Other ZBA Appeals Requests)*

**For Ordinance Interpretation Requests:**

List specific SBT Zoning Ordinance Section(s) that you would like interpreted: \_\_\_\_\_

Reason interpretation is being requested: \_\_\_\_\_

(Other ZBA Appeals Requests, continued)

**For Classification of Unlisted Land Use:** (attach additional pages if more space is needed)

Describe intended land use: \_\_\_\_\_

Describe anticipated impact of proposed land use on surrounding parcels: \_\_\_\_\_

Classification desired: \_\_\_\_\_

Support for that specific classification: \_\_\_\_\_

*Please complete this section for a request for Special Approval from the Planning Commission: (PC Applications Only)*

**Select Special Use Permit Type(s) for this Application Request:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Commercial Development(s)                                    | <input type="checkbox"/> Cottage Industry     | <input type="checkbox"/> Private Road (5+ parcels)  |
| <input type="checkbox"/> Planned Unit Development (PUD)                               | <input type="checkbox"/> Signage / Billboards | <input type="checkbox"/> Public/private recreation areas  |
| <input type="checkbox"/> Stream Corridor PUD  | <input type="checkbox"/> Churches / Schools   | <input type="checkbox"/> Campground   |
| <input type="checkbox"/> Multi-Family Residence(s)                                    | <input type="checkbox"/> Kennel               | <input type="checkbox"/> Annual Camping – <input type="checkbox"/> MR or <input type="checkbox"/> LDR |
| <input type="checkbox"/> Other unusual circumstance; (please attach explanation page) |   |   |

**Article 7: Uses Subject to Special Use Permits (SUP):** *Section 7.02:* Uses requiring a special use permit shall be subject to the general provisions and supplemental site development standards of the SBT Zoning Ordinance (SBTZO), the provisions of the Zoning District where located in addition to applicable provisions of the Article, to prevent conflict with or impairment of the other uses or uses permitted by right of the district. Each use shall be considered an individual case.

Please provide all of the following with this SUP application: (separate attachments or combined on one are both acceptable)

- ✓ An anticipated description of proposed use, including parking facilities, if required, and any exceptional traffic situations
- ✓ Statement appraising the effect on the neighborhood
- ✓ Detailed written statement, with supporting evidence, demonstrating how the proposed special land use will comply with the applicable general provisions, supplemental site development standards, and the standards for special use permit of the SBT Zoning Ordinance

**Please see Section 7.02.4 of the SBTZO for the Standards for granting a Special Use Permit.**

**All Special Use Permits require a Site Plan Review: Attach prepared SITE PLAN to this application.**

See **Section 6.03** of the SBTZO for additional details pertaining to site plan requirements.

**Note:** For PC applications requesting Signage / Billboards approval a sample color rendering of the sign must be provided.

(Other PC Applications)

**For Rezoning Requests:**

What is the current Zoning District designation of the parcel? \_\_\_\_\_

What is the desired Zoning District? \_\_\_\_\_

What is the reason for the requested change? \_\_\_\_\_

How will the requested change impact the land use(s) of the surrounding parcels? \_\_\_\_\_

**For requests to change a nonconforming land use to another nonconforming land use:**

What is the current 'nonconforming' land use of the parcel? \_\_\_\_\_

What is the desired 'nonconforming' land use? \_\_\_\_\_

What is the reason for the requested change? \_\_\_\_\_

How will the requested change impact the land use(s) of the surrounding parcels? \_\_\_\_\_

(Other PC Applications, continued)

**For requests for a change to the text of the zoning ordinance (Amendment Proposal):**

Brief description of the requested change and why it would be desirable for South Branch Township to adopt the change(s).  
(Attach statement if desired): \_\_\_\_\_

Section(s) of SBTZO that would be subject to proposed change(s): \_\_\_\_\_

I am the owner of record, or hereby certify that I have been authorized by the owner to make this application as his/her agent, and that we hereby request a hearing with the applicable board or commission for a Special Approval. I hereby give authorization to the Zoning Administrator, Fire Wise Inspector, and all members of the applicable board or commission to access/enter onto the parcel referenced in this application, for the purpose of inspections required for processing this request.

**Signature:** \_\_\_\_\_

Parcel Owner, or  Authorized Agent for Parcel Owner    Date: \_\_\_\_\_

**ACKNOWLEDGEMENT**

**Hearing Notice:**

Legal notice of the date, time, location, and subject of the public hearing to be held regarding this Special Approval Application will be published in the Crawford County Avalanche, prior to the hearing date, for the purpose of informing the general public. Additionally, individual notices will be mailed to all parcel owners of any neighboring parcel that is within 300-feet of the subject parcel referenced in the application.

**Conditions:**

The Planning Commission and Zoning Board of Appeals may attach reasonable conditions on discretionary zoning decisions under their jurisdiction. Including those necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner.

**Site Plan Review & Special Use Permits:**

The Planning Commission (PC) may require an applicant to provide a performance guarantee in connection with the special approval, pursuant to **Section 10.06** of the SBT Zoning Ordinance. Additionally, for any special approval application, the PC may, at their discretion, distribute the details of the request to any other state, county, or local agency, for comments on the proposal, prior to consideration for approval; see **Section 6.03.4B** of SBT Zoning Ordinance.

All Special Approvals expire 1 year from date of approval if no substantial construction has commenced prior to the expiration date. Extensions may be granted if warranted, applied for, and approved by the applicable board or commission.

***I have read and understand the acknowledgement and hereby agree to comply with all of the terms and conditions of any special approval granted in conjunction with this application, as well as all zoning permits that may be issued pursuant to this special approval application.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SBT Special Approval Application**

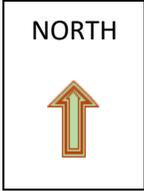
**Plot or site plan drawing**

(Draw or attach)

Project Info: \_\_\_\_\_

Zoning District: \_\_\_\_\_

- Shape of lot to scale
- Dimensions of Buildings to scale
- Location, shape size of all buildings to be erected
- Lot access and driveway drawn to scale.
- Location of well & septic (or proposed well and septic)
- Existing and intended use of lot and buildings
- Clearly mark new construction on drawing
- Other information concerning lot or adjoining lots as necessary



A large, empty rectangular box with a thick black border, intended for the plot or site plan drawing.

**Application instructions and checklist of items and details to include on or with application**

*Please complete the application form in its entirety before submitting. Only leave information areas 'blank' if it does not apply to your request.*

**Regarding PID# & Zoning District (ZD) Info:**

If you do not know the ZD of your parcel, it can be found in the Maps section of our website:

[www.southbranchtownship.com](http://www.southbranchtownship.com). Use the Township/Range/Section designation of you parcel # (PID) which can be found on your most recent tax bill, to find the appropriate map on the website.

**Zoning District Identified:**

- CB - Commercial Business (Red)
- FF – Farm Forest (Gray)
- LDR – Low Density Residential (Pale Yellow)
- MR – Mixed Residential (Orange)
- RC – Resource Conservation (Green)
- SCO – Stream Corridor Overlay (Hashed Gray-will be within 400' of rivers)

**BASIC SITE PLAN in a scale sufficient to clearly detail:**

*(Basic Site Plan is sufficient for most dimensional variances, annual camping & kennel requests)*

- Boundary lines depicting shape & size of subject parcel with footage/distance notation of each lot line
- Location and dimensions of proposed project
- Location and dimensions of all existing buildings/structures on parcel
- Height of all buildings or structures
- Elevations of topography of parcel; especially for SCO district (bank height vs. building site elevation)
- Notation of all distances between building/structures and between building and lot lines of parcel
- Location of existing driveway access and any proposed new driveway access
- Width and alignment of all easements for utilities, roads, and public open spaces on or abutting parcel
- Location and dimension of existing and/or proposed septic system on the parcel
- Location of any wet lands, ponds, creeks, lakes and rivers on or within 100 ft. of property
- Location of wells, septic systems, and drain fields on adjoining properties if located within 50 ft. of parcel
- Properties under 2 acres may require a legal survey (at the discretion of the Zoning Administrator)

**DETAILED SITE PLAN: See Section 6.03.3 A through N of SBTZO for these additional requirements**

*(DETAILED Site Plan is required for all PUDs, all Commercial Developments, and some other applications)*

- Detailed site plans MUST be prepared by a licensed surveyor & contain their seal & signature

If your application requires a Detailed Site Plan rather than a Basic, please request a printed copy of the Ordinance section referenced above or it can also be viewed at our website, [www.southbranchtownship.com](http://www.southbranchtownship.com)

**All Special Approval Applications:**

- Attach: Statement of Justification to support valid reasons for granting the requested special approval
- Attach: Appropriate SITE PLAN as referenced above
- Payment of application fee(s)
- Pre-application consultation with the Zoning Administrator (optional but recommended)
- Attach: Any other information deemed reasonably necessary for making an informed decision on the request
- Attach: Copies of applications for any other applicable permitting from state, county or local agencies

**Additional Requirements:**

- The location of the property boundaries and all proposed structures for the project shall be clearly marked on the ground for Township officials' pre-hearing inspections

- Permit applications will not be processed until all applicable fees have been paid**

SBT Zoning Fee Schedule is available at our website [www.southbranchtownship.com](http://www.southbranchtownship.com)

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**ARE YOU READY TO SUBMIT YOUR APPLICATION?**

- ✓ Did you have a consultation with the Zoning Administrator?
- ✓ Did you clearly mark the project area on your parcel for pre hearing inspections (if applicable)?
- ✓ Did you include a 'Statement of Justification' with the application?
- ✓ Did you complete the site plan page or have a professional site plan prepared?
- ✓ Do you have all of the above items completed on your application & copies of other required permits prepared to submit with this application?
- ✓ Did you include all pertinent information regarding your project?
- ✓ Did you READ the Acknowledgement section and sign it as required?
- ✓ Did you include a check, payable to South Branch Township, for the permit fees?
- ✓ If you answered **YES** to all of the above, congratulations! You are now ready to apply. 😊
- ✓ Please submit pages 1 – 5 along with all supporting documents required.
- ✓ Pages 6 & 7 are for you to keep for your records! Thank You

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**PRE-APPLICATION CONSULTATION WITH ZONING ADMINISTRATOR**

– Notes for applicant's record –

Consultation via  phone call, or  in person | On: \_\_\_\_\_ (Date)

Notes: