

## **SPECIAL LAND USE PERMIT INFORMATION**

### INTRODUCTION:

The purpose of this information is to explain a Special Land Use and the process of obtaining approval to conduct a Special Land Use. While certain land uses are “permitted by right” in each zoning district in Portage, a Special Land Use is allowed, when conditions specified in the zoning district are met and the use is approved by the Planning Commission.

### IMPORTANT MATERIALS THAT MUST BE SUBMITTED TO THE PLANNING COMMISSION:

Applicants are responsible for providing materials for review by the Planning Commission that describe and graphically illustrate the request to obtain approval to conduct a special land use. The following information explains the responsibilities of applicants. IF SUCH INFORMATION IS NOT PROVIDED, THE COMMISSION MAY NOT BE ABLE TO ACT ON A PARTICULAR APPLICATION FOR LACK OF INFORMATION. The following is required to be submitted to the Department of Community Development at least ten working days prior to the Planning Commission meeting date:

1. A DESCRIPTION OF THE SPECIAL LAND USE TO BE CARRIED OUT on the property, including specific details about the special land use that will be on the property and which may dictate the size, shape or configuration of the building or structure to be used.
2. SKETCHES OF THE BUILDING OR STRUCTURE including floor plan, building or structure elevations and proposed location on the property, if pertinent to the application.
3. A SKETCH OF THE PROPERTY OR SITE MAP including adjoining properties and/or buildings, if pertinent to the application. Dimensions in feet of the property and building or structure are to be indicated. Topography, vegetation and other physical features are also to be shown on the sketch or site map.
4. A SPECIAL LAND USE PERMIT APPLICATION (attached) must be completed and signed by the property owner. Unless applying by mail, the Department of Community Development will prepare a computerized application with the applicant at time of submittal.
5. APPLICANT OR THEIR REPRESENTATIVE MUST ATTEND the Planning Commission meeting at which his/her application will be considered. Also, the Planning Commission will conduct a public hearing and input from the public will be accepted.
6. SPECIAL LAND USE PERMIT FEE: \$220 per group day care home application  
\$330 for all other applications

FOR FURTHER INFORMATION ON SPECIAL LAND USE PERMITS: Please feel free to contact the Department of Community Development at 329-4477. Department staff will be glad to assist you.

**APPLICANT INFORMATION**

Name		Telephone Number	
Address	City	State	Zip code

**OWNER INFORMATION (if different)**

Name		Telephone Number	
Address	City	State	Zip code

**PROPERTY INFORMATION**

Address of property	Zoning District	Land Area (acres)
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Legal Description (or attach separate page)

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**PROPOSED USE**

Description of proposed Special Land Use (attach additional page(s), if necessary)

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**OWNER CERTIFICATION**

I hereby certify that I am presently the legal owner for the above-described property and all of the above information is true and accurate. I further acknowledge that approval of this Special Land Use Permit constitutes an agreement with the City of Portage and all conditions or limitations imposed shall be fulfilled.

Signature	Date
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