

## PROCEDURES FOR ZBA 004 – SPECIAL LAND USE PERMIT

This permit is used when a zoning permit is denied due to noncompliance of property use within the zoning ordinance or a New Business Registration shows the use to be noncompliant within the zoning ordinance as follows:

If an applicant wishes to use any land zone for any of the special uses listed in Article 17 (as listed below) of the Zoning Ordinance they must apply for a special use permit which requires a Public Hearing by the Planning Commission.

- (1) Adult Entertainment Facilities
- (2) Agricultural Business
- (3) Major Automobile Service & Repair Stations
- (4) Minor Automobile Service Stations & Minor Vehicle Repair
- (5) Bed & Breakfast
- (6) Cemeteries
- (7) Churches & religious institutions
- (8) Towers & Antennae for wireless communication facilities
- (9) Drive-in Establishments
- (10) Extraction Operations
- (11) Group Day Care Homes
- (12) Junk Yards
- (13) Kennels
- (14) Mini Storage Facilities
- (15) Motels & Hotels
- (16) Nursing Homes
- (17) Outdoor Commercial Recreation
- (18) Airports & Landing strips
- (19) Schools, Institutional & Public uses
- (20) Camping Facilities
- (21) Golf Courses & Country Clubs
- (22) Sidewalk Cafes
- (23) Apartments above stores
- (24) Outdoor sales spaces for new or used automobiles, recreational vehicles, mobile homes & boats
- (25) Child Care or Day Care Centers
- (26) Mobile Home Parks
- (27) Secondary Residence (Accessory Dwelling Unit – ADU)
- (28) Home Occupations
- (29) Satellite Dish Antenna
- (30) Functional Equivalent family – additional persons
- (31) Reasonable Accommodation use
- (32) Hospital
- (33) Non Accessory signs
- (34) Funeral Homes
- (35) Equipment Sales & Service
- (36) Wind Energy Systems

- A. After receiving a denied zoning permit request or New Business Registration, submit a special land use permit request to the Village Clerk – include the following:
- Required fee
  - Location of property involved in request
  - Name and address of applicant
  - Legal description of property
  - Present zoning of property
  - Statement of request (Home occupations must include the nature of the home occupation in the description of their request)
  - Site plan (to scale) including -
    - property lines; all existing and new buildings/fixtures; exact distances between all of the following: existing buildings/fixtures, new buildings/fixtures, property lines and any of the previously stated buildings/fixtures. Home occupations must also include total floor area of the first floor of the residence and area of room(s) and sketch floor plan of the room(s) to be utilized in the conduct of the home occupation.
- B. The request will be given to the Planning Commission
- C. At the next scheduled meeting, the Planning Commission will set a public hearing  
Usually scheduled for the next month's meeting – this allows for the notifications sent to the neighboring residents and a notice to be published in the paper  
(Planning meets once a month on the first Tuesday of the month)
- D. Property owner submitting request should attend the public hearing to answer any questions asked.
- E. Approved request (with or without stipulations)  
If building is part of the request - take approved request to Barry County for building permits  
PCI (Professional Code Inspections of MI)  
109 S Church St  
Hastings, MI  
269-948-4088  
If no building is including – use is permitted
- F. Denied request
1. drop request
  2. reapply to Planning Commission (with any revisions needed)

ZBA004

VILLAGE OF NASHVILLE  
SPECIAL LAND USE PERMIT REQUEST  
APPEAL TO THE PLANNING COMMISSION

Requires approval of Planning Commission  
Requires a public hearing

If an applicant wishes to use any land zone for any of the special uses listed in Chapter 17 (as listed below) of the Zoning Ordinance they must apply for a special use permit which requires a Public Hearing by the Planning Commission. Upon payment of the Appeal Fee, a hearing will be scheduled. Application must be presented to the Village Office. (Zoning Ordinance Section 17)

- |  |   |
|--|---|
| (1) Adult Entertainment Facilities                           | (19) Schools, Institutional & Public uses                   |
| (2) Agricultural Business                                    | (20) Camping Facilities                                     |
| (3) Major Automobile Service & Repair Stations               | (21) Golf Courses & Country Clubs                           |
| (4) Minor Automobile Service Stations & Minor Vehicle Repair | (22) Sidewalk Cafes   |
| (5) Bed & Breakfast  | (23) Apartments above stores                                |
| (6) Cemeteries   | (24) Outdoor sales spaces for autos, RV, mobile home & boat |
| (7) Churches & religious institutions                        | (25) Child Care or Day Care Centers                         |
| (8) Towers & Antennae for wireless communication facilities  | (26) Mobile Home Parks                                      |
| (9) Drive-in Establishments                                  | (27) Secondary Residence (Accessory Dwelling Unit – ADU)    |
| (10) Extraction Operations                                   | (28) Home Occupations                                       |
| (11) Group Day Care Homes                                    | (29) Satellite Dish Antenna                                 |
| (12) Junk Yards  | (30) Functional Equivalent family – additional persons      |
| (13) Kennels   | (31) Reasonable Accommodation use                           |
| (14) Mini Storage Facilities                                 | (32) Hospital   |
| (15) Motels & Hotels   | (33) Non Accessory signs                                    |
| (16) Nursing Homes   | (34) Funeral Homes  |
| (17) Outdoor Commercial Recreation                           | (35) Equipment Sales & Service                              |
| (18) Airports & Landing strips                               | (36) Wind Energy Systems                                    |

Cost of permit - \$ 200.00 - paid \_\_\_\_\_ Date \_\_\_\_\_

I. Location of property: \_\_\_\_\_

Name of applicant: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of applicant: \_\_\_\_\_

**Please attach a copy of the legal description of property**

Present zoning classification: AG \_\_\_ RA \_\_\_ RB \_\_\_ RC \_\_\_ RD \_\_\_ CBD \_\_\_ GB \_\_\_ I \_\_\_ PUD \_\_\_

II. Applicant's request: \_\_\_\_\_

Applicant must complete parts I and II of this form (Home occupations must include the nature of the home occupation in the description of their request) and prepare a drawing of the property in question. Such drawing must be to scale, clearly show the proposed changes. Home occupations must also include total floor area of the first floor of the residence and area of room(s) and sketch the floor plan of the room(s) to be utilized in the conduct of the home occupation.

III. Action by the Planning Commission: Denied \_\_\_ Approved \_\_\_ Approved with stipulations \_\_\_  
(specifically indicate special use that is allowed)

(Attach Planning Commission minutes concerning this action)

Signature of Planning Commission Chairperson

Date

NOTE – filling this application implies that the property owner is giving permission for the Planning Commission members to visit, walk on or around the property either individually or as a group, to investigate the application request when/if needed.

The Village of Nashville is an equal opportunity provider.

**VILLAGE OF NASHVILLE**  
**SPECIAL LAND USE PERMIT REQUEST**  
**APPEAL TO THE PLANNING COMMISSION**

Requires approval of Planning Commission

<input type="checkbox"/> Masonary (wall bearing)	1. No of stories		Parking spaces	
<input type="checkbox"/> Wood Frame	2. Total square feet of floor area			
<input type="checkbox"/> Structural Steel	all floors based on exterior		Enclosed	
<input type="checkbox"/> Reinforced Concrete	dimensions			
<input type="checkbox"/> Other - specify	3. Total Land are - sq ft		Outdoors	
Type of Sewage Disposal -		Type of Water Supply	Residential Building only	
<input type="checkbox"/> Public or private company	<input type="checkbox"/> Public or private company		No. of bedrooms	
<input type="checkbox"/> Private (septic tank, etc.)	<input type="checkbox"/> Private (well, cistern)		No. of bathrooms - full <input type="checkbox"/> partial <input type="checkbox"/>	

**Site or Plot Plan**

Lot Size: \_\_\_\_\_ Additional detailed drawings / diagrams may be required. It is recommended that all drawings be to scale and properly dimensioned. Improper drawings will be rejected

Note - site plan must be drawn to scale. Home occupations must also include total floor area of the first floor of the residence and area of room(s) and sketch the floor plan of the room(s) to be utilized in the conduct of the home occupation. Each square on this grid = 5 foot (which makes the graph 150 ft wide by 125 ft tall). Other drawings should be attached sufficient to show your planning. Two copies each are required.