TOWNSHIP

APPLICATION FOR SPECIAL USE

An application for a special use must be heard before the Ada Township Planning Commission. *Regular meetings of the Planning Commission are held on the third Thursday of each month at 5:30 p.m. at Ada Township Hall.* After receipt of the application and payment of the fee, your request will be placed on the Planning Commission meeting agenda, based on the submittal deadlines for each meeting, for the purpose of scheduling a public hearing. The hearing will be scheduled for the next available Planning Commission meeting for consideration, with all legal notifications being met, based on applicable submittal deadlines (the Planning Department will provide submittal deadline information).

A non-refundable filing fee made payable to Ada Township must accompany this application:

For a residential accessory building or Type II home occupation permit: $250.00

For all others, including commercial/industrial uses and non-residential uses in residential districts: $600.00

For subdivision plat, except PUD: $250.00

Please note that a $1,000 escrow deposit may be required, at the discretion of the Township.

Applicant Information:

Name: _____

Address: _____

Phone Number: _____ Email: _____

Property Owner Name and Address *(if different than above)*: _____

_____

Property Information:

Property Address: _____

Parcel Number: 41-_____-_____-_____-_____

Zone District Classification: _____

Proposed Use and/or Changes to the Property: _____

In support of this application, the following items are required:

_____ (a)   A complete to-scale site plan that complies with Sec. 78-492 (2)(b) and Sec. 78-524 of the Zoning Ordinance.

_____ (b)   A written statement addressing the extent to which the proposed use complies with the standards set forth in Sec. 78-493 of the Zoning Ordinance.

<u>NOTE</u>: Electronic file/pdf is required on all applications (submit via email).

I (we), the undersigned, do herby make application to the Ada Township Planning Commission for a Special Land Use and also herby grant permission to Ada Township and its officials and staff to enter upon the subject property for purposes of review and evaluation of this request.

Applicant's Signature(s): _____ Date: _____

Signature of Property Owner(s): _____ Date: _____
(If different than above)

TO BE COMPLETED BY ADA TOWNSHIP

Application Received: _____ Initial: _____
           mm / dd / yy

App. Fee of $_____ Received: _____ Initial: _____ Check #_____ Receipt # _____
                    mm / dd / yy

Escrow Deposit of $_____ Received: _____ Initial: _____ Check # _____
                              mm / dd / yy

Updated 8/6/2025   (f:users/planzone/app&forms/app templates)