



SOO TOWNSHIP PLANNING COMMISSION

Information needed to bring to the Planning Commission for consideration of rezoning or Special Land Use Permit:

1. **Location of property** _____
(physical address & legal description)
2. **Name of property owner** _____
3. **How is the property zoned?** _____
4. **Reason for this request** _____

List of requirements needed for change in zoning or change in land use

1. **Notification of all property owners within 300 feet of your property lines with proof of mailing**
2. **Site Plan (Include business plans if applicable)**

Township Fees

A \$300 fee is assessed for a rezoning request or a Special Land Use request. This fee is to cover publication in the local newspaper as required by the State of Michigan. This publication is to be at least 15 days prior to the requested meeting.

A \$600 fee is assessed if a special meeting of the Planning Commission is requested by the property owner. This fee is to cover the cost of calling a special meeting of the Planning Commission members and the publication requirement.

All fees must be paid in full to Soo Township prior to commencement of request.

The Soo Township Planning Commission meets the 1st Tuesday of each month at 7:00 p.m.

Tim Hoath, Planning Commission Chairman Ph: 635-8384

Provided by: _____ Date: _____

Received by: _____ Date: _____

(Township Official Receiving Information)