

Special Use Permit Application

(Must be submitted at least thirty (30) days prior to Planning Commission Meeting)

Completed Application must include all fees, a site plan application along with 10 full sized copies and 1 reduced sized copy of the site plan.

\$300.00 Fee

Applicant: _____ Date: _____

Address: _____

Telephone:_(____)_____ Email Address _____

Application's Signature: _____

Owner (if different than applicant) _____

Address: _____ Telephone:_(____)_____

Owner's Signature: _____

Subject Property Address: _____

Legal Description (Provide the legal description of the property affected – ff additional space is needed please attach on a separate sheet to this application):

Proposed Use(s): _____

<i>For Office Use:</i>	<i>Date Filed:</i>		<i>Amount Paid:</i>	
	<i>Case #:</i>		<i>Hearing Date:</i>	
	<i>Current Zoning:</i>		<i>Parcel ID No.:</i>	

How to Submit a Special Use Permit Request

A Special Use Permit is required for all uses listed as allowed by Special Use Permit in each zoning district. A permit may only be applied for establish a use that is allowed by special use permit in a specified district. A Special Use permit is discretionary in nature. A Special use must first meet the guidelines established for that uses in the Zoning Ordinance. Additional requirements may be imposed by the Planning Commission during the review of the permit, depending on the specific circumstances surrounding the proposal. A special use permit requires a public use hearing.

Material to submit:

- The application for Special Use Permit is located on the website and can be found in the Planning and Zoning tab or Forms tab. Please fill out forms completely.
- On the following pages, a checklist is included to list the items each site plan must include – if they are applicable to your project. This list is called the Site Plan Review Checklist. It is helpful to provide this to your engineer or architect. The Planning Commission uses this checklist to review the plan so it is wise to follow this list.
- All site plans must be prepared and sealed by a licensed engineer, architect, landscape architect or surveyor.
- Ten (10) copies of each plan must be submitted, including ten (10) copies of elevation perspectives of any buildings to be constructed.

Time line for review

- A special use permit requires a public hearing. The notification for this hearing must be printed in the paper and sent to all property owners within 300' of the subject property. Application for a special use permit must be submitted four (4) weeks prior to the Planning Commission meeting. (Planning Commission meetings are held on the 3rd Monday of the month at the Township Hall, 3026 S. Sasse Road, Midland, Michigan).
- All site plans must be delivered to the Township Clerk, 30 days prior to the date of the Planning Commission meeting. The Township's Planning Consultant or Code Enforcement Officer will contact you to discuss your site plan and may suggest revisions prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans must be submitted at least 2 weeks prior to the meeting. Plans that require a longer period of time to revise will considered at the next scheduled meeting.
- Incomplete site plans will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your plan. This can only be done if the plan is complete and prepared according to the Township's ordinances and rules.

Fees

- The Township charges a fee of \$300.00 for each special use permit. This includes the site plan review fee. The fee pays for the cost of publishing the notice of public hearing and the professional review of your plan.
- If a drainage review or other professional opinion is necessary to review and /or approve your site plan, an estimate of fees will be provided to you prior to any reviews being conducted.

How the process works

- The Planning commission will receive a copy of your special use permit and site plan prior to the Planning Commission meeting.
- At the meeting you or your representative will be given an opportunity to present your plan. The Planning Consultant or Code Enforcement Officer will comment on the plan, including any recommendations or conditions for approval.
- The Planning Commission will discuss the special use permit first to determine if the use is appropriate in the district. If the use is appropriate, the site plan will be considered. Approval of the special use permit is contingent upon approval of the site plan. The Planning Commission will then vote to approve, approve with conditions, deny or table the plan to a specific date, which is generally the next meeting.
- If your plan is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at the next Planning Commission meeting. After one (1) month, your site plan will be removed from the active business of the Planning Commission for incomplete information. A new special use permit application, site plan and fee may be submitted at any time after that.

Site Plan Review Checklist

A detailed site plan must be prepared according to the guidelines in the Township Zoning Ordinance and include each item listed on the checklist where applicable. Site Plans will not be scheduled for a Planning Commission meeting until they are complete. All applicants are encouraged to contact the Township to schedule a preapplication meeting with staff to review the site plan prior to submitting it to the Planning Commission for review. Complete site plans must be submitted by Time and Day three weeks prior to the next scheduled Planning Commission meeting.

General Information

- Name and Address of the owner and project printed on plans
- Date (Revision dates)
- North Arrow
- Location Map (show at least 600' around the perimeter of site)
- Scale (Minimum 1" =20', Maximum 1"=60')
- Zoning (Subject parcel and adjoining parcels)
- Lot dimensions
- Square footage or dimensions of buildings
- Building Uses – Indicate layout if there is more than one building
- Building elevation drawings including all four sides of buildings

Transportation

- Public roadways – include curb, lanes, shoulder, width, through lanes, etc.
- Access Drives (width, traffic directions, curb, signs, etc.)
- Barrier free parking (size and number of spaces)
- Road right-of-way (existing and proposed)
- Curbing
- Curb cut dimensions
- Return radii of driveways
- Adjacent and across the street curb cuts (location and size)
- Provisions for joint access and parking

Surrounding Land Use

- Phases of development and phase boundaries
- Neighboring land uses/proposed uses

- Wetlands (calculations of all areas proposed and existing)
- Floodplains

Site Details

- Utility, drains, water bodies or public easement of any kind
- Setback dimensions of front, side and rear yards for all buildings
- Parking lot layout (driveway widths, setbacks, green areas, lines, arrows, etc)
- Number of parking spaces
- Parking space dimensions
- Circulations drive dimensions
- Sign locations
- Buffer yards – type and proposed details
- Fences (size and location)
- Accessory structures
- Dumpster location and screening
- Bumper blocks or other vehicles restrictions
- Sidewalks (size, type locations)
- Existing trees (type and size)
- Proposed water mains
- Proposal sanity sewer
- Fire hydrants (existing and proposed)
- Topography at 5 ft. intervals

Additional information for Final Site Plan

- Landscaping
- Ground elevations, first floor finished elevations
- Easements
- Copy of Survey to verify property lines and existing structures
- Drainage ditches
- Storms sewers
- Drainage
- Lot split/Combinations documentation from register of deeds

Additional requirements for condominium projects

- Limited/General Commons, etc
- Density per Acre
- Units (size and location)
- Master Deed

Signature of Applicant: _____

Conditions of Approval: _____

Date of Approval: _____