<u>APPLICATION - SITE PLAN REVIEW/SPECIAL USE PERMIT</u>



Planning Department • 1401 W. Herbison Road • DeWitt, MI 48820 Phone: 517/669-6576 • Fax: 517/669-6496

Applicant - Please check one of the following:		PLANNING DEPARTMENT USE ONLY				
	Administrative Review	Application Received:				
	Site Plan Review*	Case #:				
	Special Use Permit* / Transfer / Extension	Tax ID:				
appli	ninistrative Review is <i>required</i> prior to making ication for Site Plan Review or Special Use Permit, uant to Section 42-1008 of the Zoning Ordinance	Fee:				
I.	APPLICANT INFORMATION					
	Applicant Name					
	Address					
	Telephone Number	Facsimile Number				
	Interest in Property (owner, tenant, option, etc.)					
	Contact Person	Telephone Number				
	Note: If applicant is anyone other than over authorization from the owner	wner, request must be accompanied by a signed letter of				
II.	PROPERTY INFORMATION					
	Owner Telephone Number					
	Property Address					
	Legal Description: If in a Subdivision: Subdivision Name Lot Number					
	If Metes and Bounds (can be provided on separate sheet):					
	ARRICAN	IT CERTIFICATION				
doo he pre	cumentation is, to the best of his/her knowledge, tru or she is authorized and does hereby grant a right	epresents that the information provided and the accompanying the end accurate. In addition, the person signing represents that of entry to Township officials for the purpose of inspecting the the terms and conditions of any Special Use Permit and/or Site				
Sig	nature	Date				
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REQUEST DESCRIPTION A Written Description Places	uga this acction	to describe the use o	r 11000 proposo	d Attach	o ddition ol	
A. Written Description – Please pages, if necessary.	use this section	to describe the use of	r uses propose	u. Allach	audillonai	
B. <u>Available Services</u>						
Public Water	Paved Road (Asphalt or Concrete)					
C. <u>Estimate the Following</u>						
Traffic Generated		Total Employees _		Shifts		
Population Increase		Employees in Peak Shift				
Hours of OperationAM toPM		Total Bldg. Area Proposed				
day through	nday	Parking Spaces Pro	vided			
D. <u>Project Phasing</u>						
This project will be completed in: Note: The phases of construction for				hases:		
APPLICATION MATERIALS						
The following are checklists of items to Site Plan Review, and Special Use F for a complete listing of application resection 42-1010(5) of the Zoning Ord	Permits. Applican requirements. Al	its should review Secti I site plan drawings m	on 42-1010 of the ust comply with	he Zoning	Ordinance	
 □ Completed application form □ 2 copies of site plan drawing □ Fee (see below) □ Any other information deemed necessary □ Completed application □ Proof of owner authorization □ Construction proposed pro □ 20 copies of step in the proposed pro □ 1-11"x17" coption □ Legal descrip 		ow) ership/owner schedule for ject site plan drawing by of the site plan	Special Use Permits Completed application form Fee (see below) Proof of ownership/owner authorization Construction schedule for proposed project 30 copies of site plan drawing 1-11"x17" copy of the site plan Legal description Any other information deemed necessary			
Application Fee – all requests must Board of Trustees. The fee schedule as follows (As of April 1, 2004 – Reso	for Administrative					
Administrative Reviews		\$70.00				
Site Plan Reviews/Special Use F One (1) acre or less Each additional acre or fraction		\$290.00 \$55.00 \$1,000.00				

III.

IV.

\$125.00

Request for Transfer or Extension of SUP

V. <u>APPLICATION DEADLINES</u>

<u>Administrative Review</u> – Applications for Administrative Review may be submitted at any time. Section 42-1009 of the Zoning Ordinance states that a minimum of ten (10) working days should be allowed for this review. Once the Administrative Review is complete, Planning Department staff will send a letter to the applicant advising of any changes or revisions that may be necessary prior to making application for Site Plan Review or Special Use Permit.

<u>Site Plan Review</u> – Complete applications must be received a minimum of four (4) weeks prior to a Planning Commission meeting to be placed on an agenda. The Planning Commission has the final authority to approve or deny an application for Site Plan Review. Planning Commission meetings are held on the first Monday of every month, unless the Monday is a Township recognized holiday, in which case the meeting is held on the following day (Tuesday).

<u>Special Use Permit</u> – Complete applications must be received at least one (1) week in advance of a Planning Commission meeting. The application will be received by the Commission at that meeting, and a public hearing will be scheduled on the agenda of the following month's meeting. The Planning Commission will make a recommendation to the Board of Trustees, which has the final authority to approve or deny an application for Special Use Permit.

Planning Commission meetings are held on the first Monday of every month. The Board of Trustees will consider recommendations from the Planning Commission at their regular meeting on the fourth Monday of the month, UNLESS the recommendation is made in December, when it will be considered at the regular meeting on the second Monday in January. If any Monday is a Township recognized holiday, the meeting is held on the following day (Tuesday).

VI. <u>STAFF REPORT</u>

The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Site Plan Review or Special Use Permit. The report will explain the request and review whether it complies with the standards in the Zoning Ordinance. Staff will present the findings of that report during the Planning Commission meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the meeting and can be mailed, emailed or picked up by the applicant in the Planning Department.

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