



**APPLICATION – SITE PLAN REVIEW/SPECIAL USE PERMIT**

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

<b>Applicant– Please check one of the following:</b>	
<input type="checkbox"/>	Administrative Review
<input type="checkbox"/>	Site Plan Review*
<input type="checkbox"/>	Special Use Permit*
*Administrative Review is <i>required</i> prior to making application for Site Plan Review or Special Use Permit, pursuant to Section 7.2 of the Zoning Ordinance	

<b>PLANNING DEPARTMENT USE ONLY</b>	
Application Received:	_____
Case #:	_____
Tax ID:	_____
Fee:	_____
Receipt #:	_____

**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 owner, request must be accompanied by a signed letter of authorization from the owner**

**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): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b><u>APPLICANT CERTIFICATION</u></b>	
By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to Township officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any Special Use Permit and/or Site Plan approval issued as a result of this application.	
Signature _____	Date _____



V. **APPLICATION DEADLINES**

**Administrative Review** – Applications for Administrative Review may be submitted at any time. Section 7.2.1 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.

**Site Plan Review** – 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).

**Special Use Permit** – 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. **STAFF REPORT**

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 to the applicant or picked up by the applicant in the Planning Department.