



APPLICATION – SITE PLAN REVIEW/SPECIAL USE PERMIT

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

Applicant - Please check one of the following:	
<input type="checkbox"/>	Administrative Review
<input type="checkbox"/>	Site Plan Review*
<input type="checkbox"/>	Special Use Permit* / Transfer / Extension
*Administrative Review is <i>required</i> prior to making application for Site Plan Review or Special Use Permit, pursuant to Section 6.1.A.3 of the Zoning Ordinance.	

PLANNING DEPARTMENT USE ONLY	
Application Received:	_____
Case #:	_____
Tax ID:	_____
Fee:	_____
Receipt #:	_____

I. APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone Number _____ Interest in Property (owner, tenant, option, etc.) _____

Contact Person _____ Telephone Number _____

Email _____

<p>Note: <u>If applicant is anyone other than owner, request must be accompanied by a signed authorization from the owner.</u> I, property owner, consent to allow the applicant to move forward with their proposal as described on this document.</p> <p>Printed Name _____ Date _____</p> <p>Signature _____</p>
--

II. PROPERTY INFORMATION

Owner _____ Telephone Number _____

Property Address _____

Legal Description: If in a Subdivision: Subdivision Name _____ Lot Number _____

Metes and Bounds (can be provided on separate sheet):

III. REQUEST DESCRIPTION

A. Written Description – Please use this section to describe the use or uses proposed. Attach additional pages, if necessary.

B. Available Services

Public Water YES NO
Public Sanitary Sewer YES NO

Paved Road (Asphalt or Concrete) YES NO
Public Storm Sewer YES NO

C. Estimate the Following:

Traffic Generated _____
Population Increase _____
Hours of Operation _____AM to _____PM
_____day through _____day

Total Employees _____ Shifts _____
Employees in Peak Shift _____
Total Bldg. Area Proposed _____
Parking Spaces Provided _____

D. Project Phasing

This project will be completed in: One Phase Multiple Phases – Total No. of Phases: _____
Note: The phases of construction for multi-phase projects must be shown on the site plan.

IV. APPLICATION MATERIALS

The following are checklists of items that generally must be submitted with applications for Administrative Review, Site Plan Review, and Special Use Permits. Applicants should review Section 6.1 of the Zoning Ordinance for a complete listing of application requirements. All site plan drawings must comply with the requirements of Section 6.1.A.4 of the Zoning Ordinance. Incomplete applications will not be processed.

Administrative Reviews

- Completed application form
- 2 hard copies of site plan drawing & 1 digital copy
- Fee (see below)
- Any other information deemed necessary

Site Plan Reviews

- Completed application form
- Fee (see below)
- Proof of ownership/owner authorization
- Construction schedule for proposed project
- 5 hardcopies of site plan drawing & 1 digital copy
- 1 11"x17" copy of the site plan
- Legal description
- Any other information deemed necessary

Special Use Permits

- Completed application form
- Fee (see below)
- Proof of ownership/owner authorization
- Construction schedule for proposed project
- 5 hardcopies of site plan drawing & 1 digital copy
- 1 11"x17" copy of the site plan
- Legal description
- Any other information deemed necessary

Application Fee – All requests must be accompanied by a fee, as established by resolution of the Township Board of Trustees. The fee schedule for Administrative Reviews, Site Plan Reviews, and Special Use Permits is as follows:

<u>Administrative Reviews</u>	\$100.00
<u>Site Plan Reviews/Special Use Permits</u>	
One (1) acre or less	\$290.00
Each additional acre or fraction thereof	\$55.00
Maximum fee	\$1,000.00
Request for Transfer or Extension of SUP	\$125.00
Extensions subject to Planning Comm. Review of Site Plan	\$105.00

V. APPLICATION DEADLINES

Administrative Review – Applications for Administrative Review may be submitted at any time. Section 6.1.A.3 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, emailed or picked up by the applicant in the Planning Department.

APPLICANT CERTIFICATION

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 _____