



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

SPECIAL USE PERMIT APPLICATION

APPLICANT INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email: _____

AGENT INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email: _____

OWNER INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email: _____

Please select one person to be contact person for all correspondence and questions:

Applicant _____ Agent _____ Owner _____

PROPERTY INFORMATION

Address of Subject Property: _____

Property Identification Number: 28-05- _____

Zoning District: _____ Area of Property: _____

Existing Use(s): _____

Proposed Use(s): _____

Estimated Start Date: _____ Estimated Completion Date: _____

SITE PLAN CHECKLIST

With this application, submit ten (11"x17") copies of the site plan along with two (24"x36") copies of site plan. Check that your site plan includes all required elements. Minimum requirements include:

- Existing site conditions
- Vicinity Map
- Site Plan to scale, preferably 1" = 50'
- Topography at two (2) foot contour intervals
- Springs, lakes, ponds, other water courses, floodplain elevations and other natural features
- Parcel dimensions
- Property Legal Description
- Required Setbacks
- Lot coverage percentage permitted and proposed
- Street right-of-way, type (public/private) widths, and names on and adjacent to site, existing and proposed
- Sidewalks
- Utilities, above and below ground, existing and proposed
- Structures and uses, existing and proposed
- Location and extent of all above ground development, existing and proposed including signage, fences, and berms
- Grading/drainage plan including direction arrows for surface water runoff, grading limits, and site data table
- Parking and loading spaces
- Landscape Plan which shall utilize the base information of the site plan and shall illustrate buffer areas, proposed planting locations and material list
- Architectural plans including floor plans and building elevations

Section 5. Additional Information

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
<i>A. Sanitary Sewer Service</i>			
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will a community wastewater system be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
3. Will on-site disposal be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>B. Water Service</i>			
1. Does project require extension of public water main?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will a community water supply be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
<i>C. Public utility easements required?</i>			
If yes, show on plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>D. Storm Water Review / Soil Erosion</i>			
1. Soil Erosion Plans approved by Soil Erosion Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?			
2. Storm Water Plans approved by Township Engineer?			
If so, attach approval letter.			
If no, are alternate measures shown?			
Note: Alternate measures must be designed and sealed by a registered Engineer.			
<i>E. Roads and Circulation</i>			
1. Are interior public streets proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has Road Commission approved (attach letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will public streets connect to adjoining properties or future streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are private roads or interior drives proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will private drives connect to adjoining properties service roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the Road Commission or MDOT approved curb cuts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, attach approved permit.			

IMPACT ASSESSMENT

A written statement, on separate sheet of paper, to include the following information:

- A written illustrative description of the environmental characteristics of the site prior to development, i.e., topography, soils, vegetative cover, drainage, streams, creeks or ponds.
- Types of uses and other man-made facilities.
- The number of people to be housed, employed, visitors or patrons and vehicular and pedestrian traffic.
- Phasing of the project including ultimate development proposals.
- Natural features which will be retained, removed and/or modified including vegetation, drainage, hillsides, streams, wetlands, woodlands, wildlife and water. The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate the areas of change.
- The method to be used to serve the development with water and sanitary sewer facilities.
- The method to be used to control drainage on the site and from the site. This shall include runoff control during periods of construction.
- If the public sewers are not available to the site, the Applicant shall submit a current approval from the Health Department or other responsible public agency indicating approval of plans for sewage treatment.
- The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.
- An indication of how the proposed use conforms with existing and potential development patterns and any adverse effects.
- The proposed density in units per acre for residential developments.
- Name(s) and address(es) of person(s) responsible for preparation of statement.
- Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Erosion and Sedimentation office.
- Type, direction, and intensity of outside lighting.
- General description of deed restrictions, if any.

BASIS FOR DETERMINATION

Indicate, on a separate sheet of paper, how the proposed special use will comply with, meet, or facilitate each of the following Approval Criteria from Section 423.E of the Zoning Ordinance. The Planning Commission must determine that each of these criteria are satisfied in order to grant approval of a Special Use Permit.

COMPLETE APPLICATION INCLUDES:

- Application
- Site Plan
- Impact Assessment
- Basis for Determination
- Fee \$_____
- Escrow Amount \$_____
- Electronic Copies
 - Application and written documents
 - Word
 - PDF
 - Development and site plans
 - PDF
 - JPEG

REVIEW PROCESS

Upon submittal of this application, Township Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. In the event that the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.

Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review. They will determine if the application is complete and schedule a public hearing as necessary.

Upon holding a public hearing, the Planning Commission may approve, approve with conditions, or deny the proposed special use.

The Planning Commission may impose such additional conditions and safeguards deemed necessary for the general welfare for the protection of individual property rights, and for insuring that the intent and objectives of this Ordinance will be observed. The breach of any condition, safeguard, or requirement shall automatically invalidate the permit granted.

AFFIDAVIT

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____