

Jack Phillips
Supervisor

Kathleen McQueen
Clerk

Steve Wiswasser
Treasurer

Dan Wietecha
Superintendent



Cindy Cronk
Trustee

Denise McCrimmon
Trustee

Al Rosekrans
Trustee

Dan Stockwell
Trustee

DATE:

TO:

FROM: Brian J. Shorkey, Planning Director

SUBJECT: Site Plan/Special Land Use Application

Please find attached an application package for one of the following proposed activities:

1. Special Use Permit Application _____
2. Site Plan Review Application _____
3. Other _____

The following additional materials are included:

1. Application Fee Schedule and Escrow Amounts

The following procedures will generally be followed for processing any application:

1. All fees and escrow amounts must be paid in advance before application is placed on the Planning Commission agenda.
2. All respective required elements (site plans, drainage plans, landscape plans, etc.) must be submitted before the application is placed on the agenda. Bath Charter Township staff will work with the applicant to ascertain the necessary required elements to be submitted.
3. All applications will be placed on the next meeting's agenda of the Bath Charter Township Planning Commission assuming all fees and escrow amounts have been paid and required material submitted. The Planning Commission will schedule a public hearing date at that meeting. This general schedule does not apply to Zoning Board of Appeals applications, which should be coordinated through the Building and Zoning Official.

Bath Charter Township
Application – Site Plan Review / Special Use Permit

Applicant – Please circle one of the following:
 Site Plan Review* Special Use Permit*

* Administrative Review is *required* prior to making application for Site Plan Review or Special use Permit, pursuant to Section 22.02 of the Zoning Ordinance.

Planning Department Use Only
 Application Received: _____
 Case #: _____
 Administrative Review: _____
 Fee: _____
 Receipt #: _____
 Escrow Amount: _____
 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 _____
 Email _____ Tax ID _____
 Legal Description: If in a Subdivision: Subdivision Name _____ Lot Number _____
 Site Condominium _____ Lot Number _____
 If Metes and Bounds (can be provided on separate sheet): _____

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 _____

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

C. Estimate the Following

Vehicle Trips Generated _____ Peak Hr. _____ Daily Total _____
 Total Employees _____ Shifts _____
 Population Increase _____ Employees in Peak Shift _____
 Hours of Operation ____AM to ____PM Total Bldg. Area Proposed _____
 _____day through _____day Parking Spaces Provided _____

D. Project Phasing

This project will be completed in: One Phase Multiple Phases - Total # 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 Site Plan Review, and Special Use Permits. Applicants should review Sections 19.01 and 20.01 of the Zoning Ordinance for a complete listing of application requirements. All site plan drawings must comply with requirements of Section 20.03 (B) of the Zoning Ordinance. Incomplete applications will not be processed.

<u>Administrative Reviews</u>	<u>Site Plan Reviews</u>	<u>Special Use Permits</u>
<ul style="list-style-type: none"> <input type="checkbox"/> Completed application form <input type="checkbox"/> Fee/ Escrow (see attachment) <input type="checkbox"/> Any other information deemed necessary 	<ul style="list-style-type: none"> <input type="checkbox"/> Completed application form <input type="checkbox"/> 15 copies of site plan drawing <input type="checkbox"/> 1-11"x17" copy of site plan <input type="checkbox"/> Legal description <input type="checkbox"/> Proof of ownership/owner authorization <input type="checkbox"/> Construction schedule for proposed project <input type="checkbox"/> Fee (see attached) <input type="checkbox"/> Any other information deemed necessary 	<ul style="list-style-type: none"> <input type="checkbox"/> Completed application form <input type="checkbox"/> 15 copies of site plan drawing <input type="checkbox"/> 1-11"x17" copy of site plan <input type="checkbox"/> Legal description <input type="checkbox"/> Proof of ownership/owner authorization <input type="checkbox"/> Construction schedule for proposed project <input type="checkbox"/> Fee (see attached) <input type="checkbox"/> Any other information deemed necessary

V. APPLICATION DEADLINES

Administrative Review - Administrative Review is a preliminary staff review of proposed application materials. Requests for Administrative Review may be submitted at any time. Once the Administrative Review is complete, Planning Department staff will advise the applicant of any changes or revisions that may be necessary prior to making application for Site Plan Review or Special Use Permit.

Site Plan Review - The Planning Commission has the final authority to approve or deny an application for Site Plan Review. Planning Commission meetings for Site Plan Review are held on the 2nd and 4th Tuesday of every month.

Special Use Permit - Complete applications must be received a minimum of two (2) weeks prior to a Planning Commission meeting to be placed on the agenda and a public hearing set. 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 for Special Use Permits are held on the 2nd and 4th Tuesday of every month. The Board of Trustees will consider recommendations from the Planning Commission at their regular meeting on the 1st and 3rd Monday of the month.

VI. STAFF REPORT

The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Site Plan Review and/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 notify the Planning Department. The report is generally complete on the Friday before the meeting and can be emailed or mailed to the applicant or picked up by the applicant in the Planning Department.