

Special Use Permit & Site Plan Review Application



APPLICANT INFORMATION

Applicant Name: _____
Current Address of Applicant: _____
Phone Number: _____ Cell Number: _____
Interest in Property (owner, tenant, option, etc.): _____
Contact Person: _____ Contact Email: _____
Contact Phone Number: _____ Contact Cell Number: _____

Note: If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner.

PROPERTY INFORMATION

Owner: _____
Property Address: _____
Tax I.D.: _____ Parcel Number(s): _____
Owner Email: _____
Phone Number: _____ Cell Number: _____
Legal Description: If in a Subdivision: Subdivision Name: _____ Lot Number: _____
Site Condominium: _____ Lot Number: _____

Note: If Metes and Bounds, Please 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: _____

REQUEST DESCRIPTION

Written Description

Please use this section to describe the Land Use(s) or Site Plan proposed. Attach additional pages if necessary: _____

Available Services (please check all that apply)

Public Water: _____

Public Storm Sewer: _____

Public Sanitary Sewer: _____

Paved Road (Asphalt or Concrete): _____

Estimate the Following

Vehicle Trips Generated: Peak Hours _____ Daily Total: _____

Total Number of Employees: _____ Shifts: _____

Population Increase (renters, home owners, etc.): _____ Employees in Peak Shift: _____

Hours of Operation: _____ AM to _____ PM - _____ day through _____ day

Total Building Area Proposed: _____ Parking Spaces Provided: _____

Project Phasing (Please check number of phases that apply)

This project will be completed in: _____ One Phase _____ Multiple Phases – Total Number of Phases _____

Note: The phases of construction for multi-phase projects must be shown on the site plan.

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 meeting being held with the Planning Commission for Site Plan Review or Special Use Permit.

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 at the Bath Township Hall.

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 four (4) 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 which could include conditions for the approval 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.

DEVELOPMENT REVIEW PROCESS

1. Pre – Application Meeting
2. Agency Review (once administratively complete)
3. Preliminary Meeting with Planning Commission (optional)
4. Planning Commission Meeting (Commission Review and public hearing)
5. Special Use Permit after receiving approval from the Planning Commission will be reviewed by the Board of Trustees (If Applicable)

APPLICATION MATERIALS CHECKLIST

Administratively Complete

- Pre-application meeting with Township staff (Sketch Plan Meeting)
- Application submitted
- Application fee paid
- Copies of the site plan submitted (the Zoning Administer shall determine number of copies required, a minimum of three copies is need and no more than ten copies can be requested)
- One digital PDF submittal of the site plan
- Legal description
- Proof of ownership/owner authorization

Set of Site Plan Drawings

- Title block with pertinent information
- Property dimensions, north arrow, and scale
- Size, shape, and location of existing and proposed buildings and structures
- Zoning classification of abutting properties
- The location of parking areas and parking spaces, both for motor vehicles and bicycles (see article XVII, “Off-Street Parking and Loading Requirements”)
- Lot coverage calculation

- Existing public rights-of-way, and/or private easements
- Water courses, and water bodies, including drainage ways
- Existing significant vegetation
- A landscaping plan (proposed street trees, plantings and screenings, fencing, signs, and advertising features. Note the buffer yard requirements in Section 14.05)
- Utility plan (including Existing and proposed utilities)
- Wetlands, as designated by the Michigan Department of Environment, Great Lakes, and Energy
- Existing and proposed parks and recreation areas
- Topography on the site and within one hundred (100) feet of the site showing contour lines at one-foot or two-foot intervals, whichever is appropriate
- A detailed photometric plan
- A sign plan showing sign type, design, size, height, and other pertinent details
- Architectural elevations – views of front, sides, and back of structures indicating the type and color of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-located mechanical equipment.
- Additional information required for proposals including multifamily housing:
 1. The number and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.).
 2. Density calculations by type of residential unit (dwelling units per acre).
 3. Floor plans of typical buildings with square footage of floor area
 4. Garage and carport locations and details, if proposed
 5. Pedestrian circulation system
 6. Location and names of roads and internal drives
 7. Community building location, dimensions, floor plans, and façade elevations (if applicable)
 8. Swimming pool fencing detail, including height and type of fence (if applicable)
 9. Location and size of recreation open areas
 10. Indications of type of recreation facilities proposed for recreation area
- Materials sample board of the proposed buildings and have it available for presentation at the Planning Commission meetings for review

Standards for Site Plan Approval

- All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property, and the type and size of buildings. The site will be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this ordinance.
- The landscaping shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications, which result in maximum harmony with adjacent areas (see section 20.04J).
- Special attention shall be given to proper site surface drainage so that removal of stormwaters will not adversely affect neighboring properties.

- The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walks, barriers, and landscaping shall be used as appropriate for the protection and enhancement of property and for the privacy of its occupants.
- All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides.
- Every structure or dwelling unit shall have access to a public street, walkway, or other area dedicated for common use.
- There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system.
- All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential properties or public thoroughfares, shall be screened by a vertical screen consisting of structural (fence) or plant materials no less than six feet in height.
- Exterior lighting shall be so arranged that it is deflected away from adjacent properties and so that it does not impeded the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.⁵
- Soil erosion control plan (Clinton County Soil Erosion and Sedimentation Control Ordinance).
- Wetland property within Bath Charter Township that is contiguous to waters of the state (e.g., Great Lakes, rivers, streams, lakes and ponds, and connecting waters of the Great Lakes) or otherwise regulated by state law cannot be drained, filled, dredged, or destroyed without the proper permits from state and federal agencies.

THIS SECTION TO BE COMPLETED BY BATH CHARTER TOWNSHIP

Date Application & Fees Received: _____

Date of publication of notice: _____

Date of Mailing: _____

Date of Public Hearing: _____

Planning Commission Recommendation: _____

Date: _____

On _____, 20____, The Bath Charter Township Board:

Approved the Special Use Permit for the following reason(s): _____

Approved the Special Use Permit subject to the following conditions: _____

Denied the Special Use Permit for the following reason(s): _____
