

# EAST BAY CHARTER TOWNSHIP

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Traverse City, Michigan 49686

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Office of  
Planning & Zoning

## APPLICATION FOR SPECIAL LAND USE AND SITE PLAN APPROVAL

(As Amended 5/31/03)

(For office use only)

File No. **SLU** - \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Escrow Paid \$ \_\_\_\_\_  
Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Hearing Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Final Action \_\_\_\_/\_\_\_\_/\_\_\_\_

### *Section 1. Applicant Information*

Applicant/Authorized Agent's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Nature of Applicant's Relationship to Property: \_\_\_\_\_

#### **Applicant/Authorized Agent's Signature**

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_



Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

#### **Owner's Signature** (application cannot be processed without owner's signature)

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_



Designer's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

### *Section 2. Property Information*

Property Identification Numbers (PIN), list all parcels affected: \_\_\_\_\_

Legal Description, if any new property divisions are proposed (may be attached): \_\_\_\_\_

Address of subject parcel \_\_\_\_\_

Existing Use(s) \_\_\_\_\_

Zoning District \_\_\_\_\_ Area of Property \_\_\_\_\_  Acres  Sq. feet

For properties of less than one acre, use square feet.

*Section 3. Special Land Use Information*

**Project Description.** Attach a written description of your proposed project. For residential projects, indicate the number of dwelling units, broken down by occupancy type (rental or owner occupied), target market segment (i.e., "singles, young families, empty-nesters, elderly, etc.") anticipated rent or sale-price range, and the number of bedrooms. Describe any state or federal rental or purchase assistance program that may apply to your project. For all projects describe on-site amenities to be offered; any phasing planned for the development and the proposed development timetable. Indicate any county, state or federal licenses or permits or approvals that will be required and the status of each. Explain perpetual maintenance arrangements for open spaces.

Estimated Beginning Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Date of Completion \_\_\_\_/\_\_\_\_/\_\_\_\_

**Site Plan Attached.** Note, all special land uses require site plan approval prior to construction and East Bay Charter Township requires simultaneous processing to assure complete disclosure and expeditious processing.

Describe in detail the expected effect of the Special Land Use on the following. Attach additional sheets, as needed. Please respond to each item, unless it is waived by the Zoning Administrator. Provide quantified information where it is available.

Emergency service requirements (discuss police and fire protection needs of the project) \_\_\_\_\_

\_\_\_\_\_

Schools (discuss number of families with children expected) \_\_\_\_\_

\_\_\_\_\_

Storm water systems (discuss extent of impervious surface, detention/retention plan) \_\_\_\_\_

\_\_\_\_\_

Automobile and truck circulation patterns (discuss access/egress, drives, parking and on-site circulation)

\_\_\_\_\_

Local traffic volumes (discuss daily trip generation and peak hour demands) \_\_\_\_\_

\_\_\_\_\_

Additional material necessary to consider the impact of the project upon adjacent properties and the general public as required by the Township Zoning Administrator including any material required by Article VI of the East Bay Township Zoning Ordinance.

Check if Attached

Section No.

Description

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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#### *Section 4. Site Plan Check List*

Attach to this application sixteen (16) copies of the proposed site plan. Use this section to check that your site plan includes all required elements. At a minimum, the site plan shall include:

- A scaled drawing of the site and the proposed development including the date prepared and the date of the latest revision (if any) and the name and address of the preparer.
- Property parcel number(s) (from the Assessment Roll of the Township).
- Topography of the site and its relationship to adjoining land. Show existing and proposed contours at not more than two (2) foot intervals and show all adjoining structures within 100' of the property line.
- Itemization of existing man-made features.
- Dimensions of setbacks.
- Locations, heights and sizes of structures and other important features. Provide exterior elevations of major buildings or "typical" buildings in multiple building projects. Indicate exterior finish materials.
- Percentage of land covered by buildings and percentage reserved for open space.
- Dwelling unit density, where pertinent.
- Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
- Curb-cuts, driving lanes, parking and loading areas. For mixed-use, commercial, institutional or industrial developments, provide your parking detail and calculations.
- Location and type of drainage, sanitary sewers, storm sewers, watermain or wells, and all underground or overhead utility lines.
- Location and nature of fences, landscaping and screening.
- Proposed earth changes.
- Signs and on-site illumination. Provide lighting detail and include elevations of proposed signs.
- Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission.
- The site plan shall include a written landscape plan prepared in accord with Section 229 of the Zoning Ordinance.

## *Section 5. Additional Information*

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
<b><i>A. Sanitary Sewer Service</i></b>			
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. Does existing sewer line front subject parcel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is there a Lateral Charge/Assessment Charge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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			
4. 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"/>
<b><i>B. Water Service</i></b>			
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. Does existing water line front subject parcel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is there a Lateral Charge/Assessment Charge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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			
<b><i>C. Public utility easements required?</i></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, show on plan.			
<b><i>D. Site Drainage</i></b>			
1. County drain usage approved by County Drain Commissioner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?			
Note: Alternate measures must be designed and sealed by a registered Engineer.			
<b><i>E. Roads and Circulation</i></b>			
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.			

*Section 6. Special Land Use Review Standards*

Indicate how your proposed special land use will respond to each of the following general standards as outlined in Section 602 of the East Bay Charter Township Zoning Ordinance. Note that the Planning Commission must review each special land use application in light of these standards and any specific review standards provided in Article VI of the Zoning Ordinance. Your responses to the following items will help the Planning Commission to reach a decision. Attach additional sheets, if necessary.

A Special Land Use shall...

- a. Be consistent with the adopted Township Comprehensive Plan.  
\_\_\_\_\_  
\_\_\_\_\_
- b. Be designed, constructed, operated and maintained to be consistent with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.  
\_\_\_\_\_  
\_\_\_\_\_
- c. Not be hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.  
\_\_\_\_\_  
\_\_\_\_\_
- d. Be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, stormwater drainage, refuse disposal, water and sewage facilities and schools or persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately for such services.  
\_\_\_\_\_  
\_\_\_\_\_
- e. Not create excessive additional requirements at public cost for facilities and services and will not be detrimental to the economic welfare of the community.  
\_\_\_\_\_  
\_\_\_\_\_
- f. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, glare or odors.  
\_\_\_\_\_  
\_\_\_\_\_
- g. Ensure that the environment shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications that result in maximum harmony with adjacent areas.  
\_\_\_\_\_  
\_\_\_\_\_
- h. Meet the intent and purpose of the Zoning Ordinance; be related to the standards established in the Ordinance for the land use or activity under consideration; and will be in compliance with these standards.  
\_\_\_\_\_  
\_\_\_\_\_

# SPECIAL LAND USE APPROVAL APPLICATION INFORMATION SHEET

**Please read the following information** before completing your application for approval of a special land use.

As permitted by the Township Zoning Act (PA 184 of 1943, as amended), the East Bay Charter Township Zoning Ordinance identifies some uses of land that may be appropriate in some districts with careful review and development. These are known as Special Land Uses and they are regulated by the Zoning Ordinance with detailed standards found in Article VI.

1. **Simultaneous Processing.** All special land uses require approval of both the use itself and the site plan. An application for review of a proposed special land use includes site plan review and approval, as well. Since some owners desire to obtain approval of their special land use before proceeding with engineering or other costly work required for a site plan, in limited circumstances, the Zoning Administrator may recommend a deferral of some required site plan elements until the special land use is approved. Under no circumstances will a land use permit be issued until a complete site plan, fully consistent with the special land use approval and including all required elements, is submitted and approved by the Planning Commission.
2. **General and Specific Standards.** The Zoning Ordinance includes general approval standards for all special land uses and the Planning Commission must review each application for conformance with those standards. In addition, many special land uses must also meet specific review standards structured to address possible impacts that may be generated by the use. These are set forth in Article VI of the Zoning Ordinance and the Zoning Administrator will provide any specific standards for your application.
3. **Pre-submission Meetings.** Pre-submission meetings with the Township Zoning Administrator and Planner are available and encouraged. These meetings can help you structure your application in conformance with the requirements of the Zoning Ordinance. In addition, in some instances, portions of the submittal requirements may not apply to your application and could be omitted, **but only if waived** by the Zoning Administrator and approved by the Planning Commission. Therefore, these pre-submittal meetings can also make the application process more efficient.
4. **Submission Deadlines.** Please submit your **completed** application no later **than thirty (30) days prior** to the scheduled Planning Commission meeting at which you wish to appear. Along with the application materials, all required fees and escrows must be paid before the Township will begin processing. The Planning Commission meets on the first Tuesday of each month. If you are unsure of the meeting date and/or the deadline for submittal, please contact the Planning and Zoning Office. It is important that your application be complete prior to submittal because incomplete applications may be held off the agenda until all required information is provided.
5. **Processing Timetable.** After a complete special land use approval application is received by the Zoning Administrator, it will be forwarded to the Township Planner, the Township Engineer, the Township Attorney and other local, County and/or State review agencies for review and report. In addition, the application will be tentatively placed on the Planning Commission agenda for the next meeting scheduled to occur not less than thirty (30) days from the date the application is submitted. At the scheduled Planning Commission meeting, the application will be considered along with any reports or review comments received from staff or agencies. At this meeting, the applicant will be expected to present his/her application and respond to any questions the Planning Commission may ask. In addition, at this meeting, the Planning Commission will schedule a public hearing on the application. Under normal circumstances, the hearing is scheduled for the next monthly meeting of the Planning Commission. A notice of the hearing will be published and mailed to all property taxpayers within three hundred (300) feet of the project site. At the hearing, the applicant will be expected to present his/her application and the Planning Commission will hear comments from any citizen or resident in attendance. Following the hearing, the Planning Commission may approve the application, approve the application with conditions, deny the application or table the application for more information. Following approval by the Planning Commission of the special land use and site plan applications and proper fulfilling of any conditions attached to those approvals, the Zoning Administrator will issue a land use permit.