



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 (Ac.): _____

Existing Use(s): _____

Proposed Use(s): _____

Estimated Start Date: _____ Estimated Completion Date: _____

SITE PLAN CHECKLIST

Submit with this application along with two full-sized and one 11x17” copies of the proposed site plan for initial review. Use this section to check that your site plan includes all required elements. Minimum requirements include:

- Existing site conditions including structures, impervious surfaces, natural features, springs, lakes, ponds, other water courses, wetlands, floodplain elevations and other natural features
- Site Plan to scale, preferably 1” = 50’
- Topography (existing and proposed) at two (2) foot contour intervals
- Parcel dimensions
- Property Legal Description
- Required Setbacks
- Location and extent of all proposed uses and structures, including signage, fences, and berms
- Lot coverage percentage permitted and proposed
- Street right-of-way, type (public/private) widths, and names on and adjacent to site, existing and proposed
- Dumpster locations and enclosure details
- Non-Motorized Paths
- Utilities, above and below ground, existing and proposed
- Structures and uses, existing and proposed
- Snow storage areas
- Grading/drainage plan (sealed by a registered professional engineer) including direction arrows for surface water runoff, grading limits, existing and proposed storm drains, and retention basin capacity data table
- Location, size, and number of off street 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 required versus proposed material list.
- A photometric grid plan indicating foot-candle point values for all illuminated portions of the site and extending 10-feet beyond the property line. Do NOT include lighting “contour” lines. Include a table demonstrating average and maximum illumination levels. Indicate all fixture heights. Include complete fixture specification sheets for all exterior lighting including all catalog numbers and ordering options.
- Architectural plans including floor plan and building elevation
- Project phasing (if applicable)

Section 5. Additional Information

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
A. Sanitary Sewer Service			
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"/>
B. Water Service			
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Public utility easements required?			
If yes, show on plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Storm Water Review / Soil Erosion			
1. Soil Erosion Plans approved by Soil Erosion Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no, are alternate measures shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Storm Water Plans approved by Township Engineer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no, are alternate measures shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note: Alternate measures must be designed and sealed by a registered Engineer.			
E. Roads and Circulation			
1. Are interior public streets proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, Road Commission approval letter attached?	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Emergency Services			
1. GT Metro Fire Department approval letter attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. GT County Sheriff approval letter attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPACT ASSESSMENT

Written statements, 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.
- 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 Conservation Service.
- Type, direction, and intensity of outside lighting.
- General description of deed restrictions (including easements), if any.

BASIS FOR DETERMINATION

Indicate, on a separate sheet of paper, how your proposed special use will comply/meet/facilitate each of the following general and specific Basis for Determination from Section 8.1.3 of the Zoning Ordinance. The Planning Commission must determine that each of these standards are satisfied in order to grant approval.

Section 8.1.3

1. GENERAL STANDARDS

- a) Be designed, constructed, operated and maintained so as to be harmonious, compatible, and appropriate in appearance 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.
- b) Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole.
- c) Be served adequately by essential facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, or schools.
- d) Not create excessive additional requirements at public cost for public facilities and services.
- e) Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by fumes, glare or odors.

2. SPECIFIC STANDARDS

- a) That the applicant may legally apply for site plan review.
- b) That all required information has been provided.
- c) That the proposed development conforms to all regulations of the zoning district in which it is located.
- d) That the plan meets the requirements of Garfield Township for fire and police protection, water supply, sewage disposal or treatment, storm drainage and other public facilities and services.
- e) That the plan meets the standards of other governmental agencies where applicable, and that the approval of these agencies has been obtained or is assured.
- f) That natural resources will be preserved to a maximum feasible extent, and that areas to be left undisturbed during construction shall be so indicated on the site plan and at the site per se.
- g) That the proposed development property respects floodways and flood plains on or in the vicinity of the subject property and open space areas as designated on the future land use map of Garfield Township.
- h) That the soil conditions are suitable for excavation and site preparation, and that organic, wet or other soils which are not suitable for development will either be undisturbed or modified in an acceptable manner.
- i) That the proposed development will not cause soil erosion or sedimentation problems.
- j) That the drainage plan for the proposed development is adequate to handle anticipated storm water runoff, and will not cause undue runoff onto neighboring property or overloading of water courses in the area.
- k) That grading or filling will not destroy the character of the property or the surrounding area, and will not adversely affect the adjacent or neighboring properties.

SPECIFIC STANDARDS (CONTINUED)

- l) That phases of development are in a logical sequence, so that any one phase will not depend upon a
- m) subsequent phase for adequate access, public utility services, drainage or erosion control.
- n) That the plan provides for the proper expansion of existing facilities such as public streets, drainage systems and water sewage facilities.
- o) That landscaping fences or walls may be required by the Planning Commission in pursuance of the objectives of this Ordinance.
- p) That parking layout will not adversely affect the flow of traffic within the site, or to and from the adjacent streets.
- q) That vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks serving the site, shall be safe and convenient.
- r) That outdoor storage of garbage and refuse is contained, screened from view and located so as not to be a nuisance to the subject property or neighboring properties.
- s) That the proposed site is in accord with the spirit and purpose of this Ordinance and not inconsistent with, or contrary to, the objectives sought to be accomplished by this Ordinance and the principles of sound planning.

COMPLETED 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
 - DWG

REVIEW PROCESS

Upon submission of such a request, Township staff will review the materials submitted and will, within five (5) working days, forward a determination of sufficiency to the Applicant. In the event the materials are not adequate, they will be returned to the Applicant for further work. Once the materials are revised, staff will again review for adequacy and will forward a determination to the Applicant within five (5) working days. This procedure will be repeated until an adequate application is received.

Once an application is deemed to be complete and submitted according to application schedule, the Applicant shall submit twelve (12) 24"x36" plan sets, two (2) 11"x17" plan sets, and all other application materials to proceed with Planning Commission review. The Planning Commission will confirm that 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: _____

Agent Signature: _____ Date: _____