

# Application for Special Use Review

RETURN TO: CALEDONIA TOWNSHIP

P.O. BOX 7, SPRUCE, MI 48762

PHONE: (989) 279-8770 EMAIL: caledoniazoningadmn@gmail.com

DATE RECEIVED \_\_\_\_\_

CASE # \_\_\_\_\_

\$ \_\_\_\_\_

FEE

DATE PAID \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO CALEDONIA TOWNSHIP

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_ @ \_\_\_\_\_

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

Owner's Address \_\_\_\_\_

Owner's Email Address \_\_\_\_\_ @ \_\_\_\_\_

## JOB SITE LOCATION

Address: \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Zoning District: \_\_\_\_\_

## DESCRIBE SPECIAL USE REQUEST

## REQUIRED USE INFORMATION

Current use of the property: \_\_\_\_\_

Proposed use of the property: \_\_\_\_\_

## PLEASE ATTACH

- Site Plan\* or Plot Plan\*– 10 copies in addition to 1 digital copy
- Site Plan Review or Plot Plan Review Checklist
- Legal Description of Property
- Copies of all other required permits obtained

\*Site plan or plot plan shall show all information listed in the Site Plan Review Checklist (Section 5.4 of the Zoning Ordinance) or Plot Plan Review Checklist (Section 5.2 of the Zoning Ordinance) unless specifically waived by the Zoning Administrator. All required information is due at least 45 days prior to the public hearing date.

## INSPECTIONS:

As owner and/or applicant representing the owner, I do  do not  authorize Caledonia Township (staff, appointed board, trustees or committee members) to enter upon the subject property for purposes of making inspections related to the project or request identified in this application. If authorized, such inspections or site walks shall be conducted at reasonable hours and times. **Application fees are non-refundable.**

**I certify that all of the above information is accurate to my fullest knowledge:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
**(Required)** Signature of Property Owner

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Date

## Directions to Applicant

### CALEDONIA TOWNSHIP

P.O. BOX 7, Spruce, MI 48762

PHONE: (989) 279-8770 EMAIL: [caledoniazoningadmn@gmail.com](mailto:caledoniazoningadmn@gmail.com)

The following items are needed to comply with the **SPECIAL USE REQUIREMENTS** (Article 6) of the Caledonia Township Zoning Ordinance.

**WHEN REQUIRED:** Special Use review is required for all uses which are designed as a Special Use in Article 4 of the Caledonia Township Zoning Ordinance.

**ITEMS TO SUBMIT:** All items should be submitted to the Caledonia Township Zoning Administrator at least **45 days prior** to the desired public hearing date.

1. **Application for Special Land Use Review.**
2. **Site Plans or Plot Plans** - 10 full-sized in addition to 1 digital copy
3. **Site Plan Review Check List or Plot Plan Checklist** in accordance with Article 5 of the Caledonia Township Zoning Ordinance. Applicable agency reviews as required.

**WHEN TO SUBMIT A PLOT PLAN OR SITE PLAN:**

**Site Plans** are required for all Special Uses. For Cottage Industries, the Zoning Administrator may determine that a plot plan may be submitted.

# SPECIAL USE REQUESTS

## PLOT PLAN CHECKLIST (IF APPLICABLE)

Case # \_\_\_\_\_

Date Received \_\_\_\_\_

Subject Property Address \_\_\_\_\_

Subdivision and Lot Number (If Applicable) \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

Proposed Number of Employees \_\_\_\_\_

### Plot Plan Requirements

		Yes	No	N/A	Comments
1	Address or legal/tax description of the property where the proposed use will occur.				
2	Name, address, telephone number, and email (if available) of the property owner(s) and developer(s). Signature of all property owners.				
3	Location of required setbacks of the zoning district.				
4	The shape, location and dimensions of the parcel. The scale shall be of such size as deemed adequate by the Zoning Administrator to make a judgment that the application meets the requirements of this Ordinance. When deemed necessary by the Zoning Administrator, a survey may be required.  The scale, north arrow, and date.				
5	The location and configuration of the lot access and driveway.				
6	The location (setbacks), shape, dimensions, type, and height of all existing and proposed improvements including structures or impervious surfaces to be erected, altered or moved onto the lot and of any building or other structure already on the lot, drawn to scale.  In addition, an elevation drawing of the proposed building(s) may be required by the Zoning Administrator in order to measure the height of the proposed structures.				
7	The existing and intended use of the lot and of all such structures.				
8	Natural features such as forests, water bodies, wetlands, high risk erosion areas, slopes over ten (10%) percent, drainage and other similar features, if determined by the Zoning Administrator to be applicable.				
9	The location and width of all abutting rights-of-way, easements, and public open spaces within or bordering the subject project.				
10	Boundary survey may be required by the Zoning Administrator.				
11	Other information concerning the lot or adjoining lots that may be essential for determining whether the provisions of this Ordinance are being observed, as deemed necessary by the Zoning Administrator.				

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

## SITE PLAN CHECKLIST (IF APPLICABLE)

Case # \_\_\_\_\_

Date Received \_\_\_\_\_

Subject Property Address \_\_\_\_\_

Subdivision and Lot Number (If Applicable) \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

Proposed Number of Employees \_\_\_\_\_

### Site Plan Requirements

General Information		Yes	No	N/A	Comments
1	Name, address, and contact information of property owner and developer.				
2	The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.				
3	A locational sketch of the proposed use or structure.				
4	Gross acreage of development and total usable floor area.				
5	Anticipated hours of operation for the proposed use. The Planning and Zoning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses.				
Map Information		Yes	No	N/A	Comments
6	Date, north arrow.				
7	Scale at least 1" = 50' for property less than 3 acres and at least 1" = 100' for property 3 or more acres.				
8	A vicinity map shall be submitted showing the location of the site in relation to the surrounding street system, adjacent properties and their uses.				
Lot Lines & Right-of-Way		Yes	No	N/A	Comments
9	Existing and proposed boundary lines of the property to include all dimensions and legal description.				
10	The location and width of all abutting right-of-ways.				
Development Features		Yes	No	N/A	Comments
11	<b>Proposed Features.</b> The location of all existing and proposed structures on the site, including common use areas and recreational areas and facilities.				
12	<b>Nearby Structures.</b> The location and identification of all existing structures within a 200 foot radius of the site.				
13	<b>Vehicular and Pedestrian Circulation.</b> The proposed streets, driveways, sidewalks, and other vehicular and pedestrian circulation features within and adjacent to the site.				
14	<b>Parking.</b> The location, size and number of parking spaces in the off-street parking area and the identification of service lanes.				
15	<b>Loading and Unloading Areas.</b> The proposed location and size of all loading and unloading areas.				

16	<b>Landscaping.</b> The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.				
17	<b>Waste.</b> The location of all storage and disposal facilities including location of dumpsters.				
18	<b>Lighting and Signs.</b> The location of all proposed exterior lighting and signs, including size and type.				
19	<b>Hazardous Materials.</b> Information on the storage and use of hazardous materials and the disposal of hazardous waste.				
20	<b>Storage.</b> Outdoor storage areas and snow storage areas.				
21	<b>Utilities.</b> The type, location and size of all existing and proposed utilities.				
22	<b>Drainage.</b> The location, size and slope of all surface and subsurface drainage facilities.				
	<b>Natural Features</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
23	The location of existing environmental features, such as streams, wetlands, shorelands, mature specimen trees, wooded areas or any other unusual environmental features.				
24	The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is 10% or greater, contours shall be shown at intervals of 2 feet or less.				
	<b>Cross-Sections/Floor Plans/Density</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
25	Summary tables, cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information: <ol style="list-style-type: none"> <li>1. The number of units proposed, by type, including a typical floor plan for each type of unit.</li> <li>2. The area of the proposed units in square feet, as well as area dimensions of driveways/staging areas.</li> <li>3. Typical elevation drawings of the front and rear of each building.</li> <li>4. Residential density schedule showing the number of dwelling units per net acre, unit type, unit size, and number of each unit type.</li> </ol>				
	<b>Other Requirements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
26	Other information as may be required by the Zoning Administrator or Planning Commission to assist in the consideration of the proposed development.				

**ADDITIONAL COMMENTS:**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**