



Special Use Permit & Site Plan Review Application

Applicant Info:

Project Name: _____

Name of Applicant: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Property Owner(s) (if different from Applicant): _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Property Info:

Property Address: _____

Property ID Number: _____

Property Description: _____

Property Size (Acreage): _____

Current Zoning District: _____

Current Use of Property: _____

Proposed Special Use(s) of Property: _____

Zoning Administrator
(989) 427-5641
Villagemanager@edmore.com



209 S. Sheldon St.
Edmore, Mi 48829

Site Plan Info: Please be specific showing all the details required as outlined in section 13.04 C of the Edmore Zoning Ordinance. Please feel free to attach additional paperwork if desired. Please include 8 copies of the site plan for review by the Planning Commission.

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Please Note: The applicant, or a designated representative must be present at all scheduled meetings. Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval or revoke any permits granted subsequent to the site plan approval.

Applicant's Endorsement: All information contained herein is true and accurate to the best of my knowledge. I acknowledge that my application will not be reviewed unless all required information for this application has been submitted. I further acknowledge that the Village of Edmore and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this application.

Applicant Signature:	Date:
Applicant Name (print):	
Applicant Signature:	Date:
Applicant Name (print):	
Signature of Property Owner Authorizing Application:	Date:
Property Owner Name (Print):	

CHAPTER XII

SPECIAL USES

SECTION 12.01 PURPOSE.

Special uses are those uses of land with characteristics requiring individual review and discretion in order to avoid incompatibility with the character of the surrounding area, public services and facilities. The purpose of this chapter is to establish equitable procedures and criteria which shall be applied in the determination of requests to establish special uses as provided in the various zone districts.

SECTION 12.02 APPLICATION PROCEDURES.

An application for permission to establish a special use shall be submitted and reviewed in accordance with the following procedures:

- a. Application. Applications for a special use shall be submitted to the Zoning Administrator. The Zoning Administrator will review the application and, if complete, transmit it to the Planning Commission. Each application shall be accompanied by a fee in accordance with the schedule of fees adopted by resolution of the Village Council to cover the costs of processing the application. No part of the fee shall be refundable.
- b. Required Information. An application for a special use shall be accompanied by the following documents and information:
 1. A completed Special Use application on a form supplied by the Village.
 2. A site plan, containing the items specified by Section 13.04.
- c. Public Hearing. Upon receipt of a completed application for special use, the Planning Commission shall call and serve notice of a public hearing in accordance with the Zoning Enabling Act for the purpose of receiving comments relative to the special use.

SECTION 12.03 BASIS OF DETERMINATION

Prior to approval of a special use, the Planning Commission shall review the particular circumstances of the special use under consideration and shall approve a special use only upon a finding of compliance with each of the following standards, as well as applicable standards established elsewhere in this Ordinance:

1. The special use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area.

2. The special use shall not change the essential character of the surrounding area.
3. The special use shall not be hazardous to adjacent property, or involve uses, activities, materials or equipment which will be detrimental to the health, safety and or welfare of persons or property through the excessive production of traffic, noise, smoke, fumes or glare.
4. The special use shall not place demands on public services or facilities in excess of capacity.

SECTION 12.04 APPROVAL.

Following its review of the application for a special use, comments received at the public hearing, the site plan and other materials submitted in relation to the application, the Planning Commission may deny, approve or approve with conditions, the special use in accordance with the criteria for approval stated in Section 12.03, and such other standards contained in this Ordinance which relate to the special use under consideration. Upon approval or approval with conditions by the Planning Commission, the applicant may apply for a zoning permit.

SECTION 12.05 EXPIRATION.

Approval of a special use pursuant to this Chapter shall expire one (1) year from the date of approval unless the authorized use or activity has commenced prior to such expiration; provided, however, that the Planning Commission may approve the extension of such time period for up to one additional year.

CHAPTER XIII

SITE PLAN REVIEW

SECTION 13.01 PURPOSE.

The purpose of this Chapter is to determine compliance with the provisions, standards, and conditions of this ordinance; to promote orderly development of the Village; and to minimize any adverse effects of development on the inhabitants of the development and the surrounding area. The Planning Commission may adopt procedures to encourage preliminary, informal review of proposed site plans. Such preliminary review or approval shall not, however, affect the requirement for formal approval as herein required.

SECTION 13.02 SCOPE.

The Zoning Administrator shall not issue a zoning permit for any principal use requiring more than four (4) parking spaces, for any use requiring the issuance of a Special Use Permit or any other use or structure requiring site plan review under this Ordinance until a site plan has been reviewed and approved by the Planning Commission.

SECTION 13.03 APPLICATION PROCEDURES.

An application for Site Plan Review, plus either a preliminary or proposed final site plan shall be submitted to the Zoning Administrator. The Zoning Administrator will review the application and, if complete, transmit the same to the Planning Commission.

SECTION 13.04 CONTENTS OF SITE PLAN APPLICATION.

Site plans shall include the following, as deemed necessary by the Zoning Administrator:

- a. Legal description of the property.
- b. Small scale sketch of properties, streets, and use of land within one-quarter (1/4) mile of the property.
- c. A map of the property at a scale not to exceed (1" – 100"). The following items shall be shown on the map:
 1. Date site plan was prepared.
 2. Name and address of person who prepared site plan.

3. The topography of the site and its relationship to adjoining land.
4. Existing man-made features.
5. Dimensions of setbacks, locations, heights and size of buildings and structures.
6. Street right-of-way, indicating proposed access routes, internal circulation and relationship to existing rights-or-way.
7. Proposed grading.
8. Location and type of drainage, sanitary sewer, storm sewer, and other utilities.
9. Location and type of fences, landscaping, buffer strips, and screening.
10. Location and type of signs and on-site lighting.
11. Proposed parking areas and drives which shall conform with the provisions of Chapter 14.
12. Easements, if any.

SECTION 13.05 PLANNING COMMISSION REVIEW.

The Planning Commission shall review the final site plan and either approve, deny or approve with conditions the final site plan based on the purposes, objectives and requirements of this Ordinance and specifically the following:

- a. Ingress and egress to property and proposed structures thereon with particular reference to motor vehicle and pedestrian safety and convenience, traffic flow and control and access in cases of fire or emergency.
- b. Off-street parking and loading areas with particular attention to noise, glare and odor effects of each use in the plan on adjoining properties and properties in the proposed development.
- c. Sewer, water and storm drainage.
- d. Screening and buffering with reference type, dimensions and character.
- e. Signs, if any, and their proposed lighting relative to glare, traffic safety, economic effect, and compatibility and harmony with adjoining properties.
- f. Required yards.

- g. General compatibility with adjacent properties.
- h. The general purposes and spirit of this Ordinance and the Comprehensive Development Plan of the Village.

SECTION 13.06 PLANNING COMMISSION APPROVAL.

Upon approval of said plan, the Chairman of the Planning Commission and the applicant shall sign at least three (3) copies thereof. One (1) signed copy shall be made a part of the Planning Commission's files and one (1) shall be forwarded to the Zoning Administrator. The third copy shall be returned to the applicant.

- a. The Planning Commission is empowered to require a performance bond or other guarantee in an amount up to the estimated cost of constructing any special features associated with the project which the Commission may find necessary. Such performance guarantee shall be delivered to the Clerk of the Village at the time of the issuance of the permit authorizing the activity or project in order to insure faithful completion of the improvements indicated on the approved site plan. Said performance bond shall be forfeited if the improvements are not completed. The Village shall rebate a proportional share of the deposit, when requested by the depositor, based on the percent of improvements completed, as attested to by the depositor and verified by the Zoning Administrator. In cases where the provisions of Section 13.06 (b) have not been met, the amount of the aforementioned performance guarantee shall be used by the Village to return the property to a safe and suitable condition; and the balance, if any, shall be returned to the applicant.
- b. Each development shall be under substantial construction within one (1) year after the date of final site plan approval by the Planning Commission. However, the Commission may grant an extension for up to one additional year. If the Site Plan approval expires, it shall be null and void.