Identification Number	
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EVERETT TOWNSHIP APPLICATION FOR A SPECIAL USE PERMIT

Application not fully completed will not be processed

In accordance with Chapter 19 of the Everett Township Zoning Ordinance, this application is a request for a Special Use Permit for property located at (please print or type all information):

Address of Property:			
		· · · · · · · · · · · · · · · · · · ·	
Tax Parcel Number:			
Applicant: (If the ap If the applicant is a	plicant is not the o business, please gi	wner, the appli ve the business	icant must also document the right to apply. name and a contact person.)
Name:			Phone:
Contact Person:			
Address:			
			Email:
Programmer Occurrence			
Property Owner: Name:			Phone:
Contact Person:			
Address:			
Interest in property:OwnerRepr Site Statistics:	esenting Owner _	Option to Bu	yLesseeOther (specify):
Zoning of Property _			Current Use
Lot Dimensions			
Lot Area	acres	sq.ft.	Located in a flood plainYesNo
Public or Private Stre	et Frontage	ft.	
			a separate page if necessary):

Application for Special Use Permit (cont.) If the property is currently developed, describe the nature of the use: Proposed Non-residential Characteristics* Proposed Residential Characteristics* Number of Employees Number of single-family units Number of off-street parking spaces Number of multi-family units Hours of operation Type of units: Eff. __ 2 Br. 3 Br. Days of operation _____ Number of off-street parking spaces *The applicant shall also provide any other information that is available or requested. Chapter 19 of the Everett Township Zoning Ordinance establishes the general standards that all Special Land Uses must meet. These are listed in the information accompanying this form. In the space below or on additional pages, if needed, state how this request conforms to each of the five review standards. The following shall be submitted with this application: 1. Eight copies of a complete Site Plan containing all the information required by Section 3.36 of the Everett Township Zoning Ordinance (attached) must accompany this application form. (See attached sample site plan.) 2. Flood plain information (if applicable). 3. A non-refundable minimum filing fee as established by the Everett Township Board. The attached instructions should be retained by the applicant. It is the applicant's responsibility to meet the requirements of the Everett Township Zoning Ordinance in all respects. Copies of the Ordinance may be obtained from the Township Clerk The foregoing information shall be filed with the Everett Township Zoning Administrator For further information or assistance, please contact the Everett Township Zoning Administrator at: 231-689-6976 Applicant's Signature Printed Name of Applicant For Office Use Only Date Application Filed: Fee Amount: _____ Date Paid _____ Date Application Rec'd by Planning Commission: ______ Initial P.C Member _____ Date of Planning Commission Work Session: ______ Public Hearing Date ____ Property Notices Sent:

SITE PLAN DETERMINATION CHECKLIST EVERETT TOWNSHIP

	App	Date Received:					
	As required by Section 3.36 of the Esite Plan Review by the Planning Co. 1. Construction of any permane. 2. Structural alteration, expansion of an existing structure which structure. 3. New construction of alteration. 4. Proposed Land uses, which residential Development of the Event Structure of the Event Structure. 5. A Planned Residential Development Structure of the Event Structu	perty Address:					
Proposed Use: As required by Section 3.36 of the Exite Plan Review by the Planning Co. Construction of any permaner Structural alteration, expansic of an existing structure which structure. New construction of alteration. Proposed Land uses, which re A Planned Residential Develoe. A Site Condominium Develop. Any other activity that the Zon this ordinance, or may be required by Section 3.36 of the Everequire site plan review and approval. Single family or two family str. Customary Accessory Uses and NOTE: The Zoning Administrator, base Review by the Planning Commission of	posed Use:						
	As re Site	equired by Section 3.36 of the Everett Township Zoning Ordinance, (see attached copy of Section 3.36), Plan Review by the Planning Commission shall only be required for the following activities:					
	1.	Construction of any permanent or new structure, parking lot or uses.					
	2.	Structural alteration, expansion or modification of any permitted building, structure, parking lot or use of an existing structure which increases the intensity of use or increases the exterior footprint of the structure.					
	3.	New construction of alteration of an existing structure within the 100 Year Flood Plain.					
	4.	Proposed Land uses, which require a Special Use Permit.					
	5.	A Planned Residential Development or Planned Unit Development.					
	6.	A Site Condominium Development.					
•	7.	Any other activity that the Zoning Administrator determines to be necessary to carry out the intent of this ordinance, or may be required by law (to be specified by the Zoning Administrator).					
	As req requir	quired by Section 3.36 of the Everett Township Zoning Ordinance, the following activities shall not e site plan review and approval by the Planning Commission:					
	ĺ.	Single family or two family structures.					
	2.	Customary Accessory Uses and Structures in the Agricultural and Residential Zoning Districts.					
	NOTE: The Zoning Administrator, based on the intensity of the proposed use, may require final Site P Review by the Planning Commission of items 1 or 2.						
	Zoning	Administrator has determined that Final Site Plan Review is is not required.					
	Zoning	Administrator: Date:					

APPLICATION FOR SITE PLAN REVIEW EVERETT TOWNSHIP

Please print legibly or type all information.

NOTE: To be completed only after Site Plan determination checklist has concluded that a Site Plan is required under Section 3.36 of the Everett Township Zoning Ordinance.

Date:	Parcel Number	
Address of Property:		
Legal Description:		
		•
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Applicant: (If the applicant is not the	owner, the applicant must also document the right	to apply
applicant is a business, please give th	e business name and a contact person.)	to apply.
Name:	Phone:	
Contact Person:	Fave	
Address:	Pager:	
	Email:	
Property Owner: Name:	N	
Contact Person:Address:		
	Email:	
Applicants Interest in property:		
OwnerRepresenting Owner _	Option to BuyLesseeOther (specify): _	
Site Statistics:	•	
Zoning of Property	Current Use	
ot Dimensionsft. x	ft. Non-Conforming Use? Yes	No
ot Area acres	sq. ft. Located in a flood plainYes	
ublic or Private Street Frontage	ft.	140
policant's Signature	Date:	•
wner's Signature (If not applicant)	Date	

Page 2 - Application for Site Plan Review

Final Site Plan Requirements

- Proposed Land Use (Please provide a written, detailed description of the proposed use.)
- Number of Site Plan Copies (Eight copies must be provided at a readable scale)
- Drawings of the property at a readable scale, showing all of the following information: (See attached sample)
 - 1. Existing development, zoning and property information.
 - Property line dimensions
 - Location and dimensions of existing structures, drives, parking areas, and existing signs
 - Location of structures, drives, and parking areas of adjacent parcels

2. Proposed Development

- Proposed location, dimensions and square footage of all buildings and structures.
- Proposed front, side, and rear yard setback dimensions (Must meet requirements of the Everett Township Zoning Ordinance)
- Proposed location and dimensions of parking and loading facilities. (Must meet requirements of Chapter 17 of the Everett Township Zoning Ordinance)
- Proposed location and dimensions of vehicular drives (Approved by Road Commission or MDOT)
- Proposed location and dimensions of sidewalks
- Proposed location and dimensions of signs (Must meet requirement of Chapter 18 of the Everett Township Zoning Ordinance)
- Details of proposed Site Lighting Plan (Section 3.12 of Everett Township Zoning Ordinance)
- Proposed buffer yard plan (Required in the side and/or rear yards of any commercial, business or industrial use, which abuts a residential district. (Section 2.20 and 3.48 Everett Township Zoning Ordinance.)

Public Agency Information

The applicant is encouraged to coordinate with other public agencies: Road Commission, Drain Commissioner, Health Department, Public Utilities, Michigan Department of Transportation, Michigan Department of Environmental Quality, and the Michigan Department of Natural Resources. The Planning Commission is required to follow the recommendations and requirements of these agencies.

Site Plan Review Procedure

- The final Site Plan Application will not be placed on the Planning Commission Agenda until a Preliminary Site Plan Review Meeting has been held with the Zoning Administrator.
- The final Site Plan Application and supporting documents shall be filed at least 15 days prior to the Planning Commission Meeting.
- The Planning Commission will not place a final Site Plan on the agenda until all information required by this Application has been provided.
- All Applications shall be filed with the Everett Township Zoning Administrator telephone 689-6976.

SECTION 3.36 SITE PLAN REVIEW. The Building Inspector shall not issue a building permit for the construction, alteration, expansion or modification of any permitted building, structure, parking lot or uses (other than one- and two-family dwellings and farm uses permitted by right in the "A" - Agricultural-Low Density Residential Zoning District) unless a site plan has first been submitted to the Township Board and has been reviewed and approved in accordance with the procedures and conditions specified hereunder.

- A. In reviewing the site plan, the Township Board through its adopted procedure shall be empowered to recommend changes in the site plan which may be required of the land developer before approval of the site plan is granted. In considering such recommendations, the Township Board shall be guided by the following standards:
 - 1. There should be a proper relationship between existing streets in the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways and parking areas to assure the safety and convenience of pedestrian and vehicular traffic.
- 2. The buildings, structures and entryways thereto proposed to be located upon the premises should be so situated and designed as to minimize adverse effects therefrom upon the inhabitants of adjacent properties and the surrounding area.
- 3. Any adverse effects of the proposed development and activities emanating therefrom on adjoining residents or owners should be minimized.
- 4. All buildings and structures shall be accessible to emergency vehicles.
- 5. All provisions of this Ordinance shall be complied with unless the appropriate variance therefrom has been granted by the Board of Appeals.
- B. The foregoing site plan review shall be carried out as soon as possible after such plans have been received by the Township Board. Upon the finding that reasonable modifications in the proposed development scheme are necessary to assure that standards and requirements of this Ordinance will be met, the Township Board shall advise the land developer of its findings and may require compliance with said modifications or conditions, or otherwise agree to alternative solutions offered by the land developer thereby creating such assurance.
- C. Upon final approval of the site plan and all conditions and limitations required and/or agreed upon thereto, the Supervisor shall date and sign three (3) copies thereof, and shall forward one (1) copy to the developer, one (1) copy to the Building Inspector for the issuance of a building permit and retain the third copy for the Commission's files. All final conditions and limitations of the approved site plan record shall remain unchanged except upon the mutual written consent of the Township Board and the land developer.
- D. Property which is the subject of site plan approval shall be developed and used in strict compliance with the approved site plan and any amendments thereto which have received approval under the procedures specified hereinbefore. Further, the Township Board is hereby empowered to require a performance bond, letter of credit, cash or cash equivalent in an amount equal to five percent (5%) of the cash value of the building permit construction costs or five hundred dollars (\$500.00), whichever is greater, with such bond or security to be posted by the applicant in order to ensure that the development will pro-

ceed in accordance with the approved site plan and any amendments thereto approved by the Township Board; if not, the bond or equivalent will be forfeited. In cases where on-site construction has not commenced within one (1) calendar year after the date of final approval, said site plan approval shall become null and void, unless a sixty (60) day extension period has been granted by the Township Board upon proof of the developer's unforeseen difficulties and intentions to commence construction. If on-site construction has not commenced upon expiration of said sixty (60) day extension, the bond or equivalent shall be forfeited and shall be used by the Township to return the property to a safe and healthy condition:

E. Whenever an applicant comes before the Township Board or the Board of Appeals, the Township Board or Board of Appeals may require, in addition to a site plan, the submission of such maps, drawings, environmental impact statements, reports, renderings or other information as will assist the Township Board of Appeals in its view, deliberations or approvals.

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Site Plan Review Application

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Zoning Administrators Co	mments:		g Permit Application Number: _		
			Date	e	-
Signature of P. C. Member		Application	Printed Name	Date	
Date of meeting (special/reg	gular)			•	
Decision: (circle one) Ap		Denied	Approved with Conditions *	,	
Conditions.					
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