OTSEGO COUNTY
LAND USE SERVICES

1322 HAYES RD GAYLORD MI 49735
PHONE: 989.731.7400 * FAX: 989.731.7419
www.otsegocountymi.gov

APPLICATION FOR SPECIAL USE PERMIT

Date:	Parcel Number: _____ - _____ - _____ - _____

PROPERTY LOCATION: ***(REQUIRED)***

Address:		City:	Zip Code:
Township:	Zoning District:	Section:	T _____N/R _____W

APPLICANT:

Name:		Owner/Agent/Other Interest *(circle one)*	
Address:	City:	State:	Zip Code:
Phone: ( ) -	Fax: ( ) -		

PROPERTY OWNER: *(If different from Applicant)*

Name:		Phone: ( ) -	
Address:	City:	State:	Zip Code:

DESCRIPTION OF PROJECT AND PROPOSED USE:

SIGNATURE OF APPLICANT: **DATE:**

***All information received by this department is subject to the Freedom of Information Act. Under this Act, persons are allowed to request copies of said information. This includes but is not limited to, all copies of drawing and blueprints.

******OFFICE USE ONLY******

Date Application Received:	Permit Number:	
Date Application Complete:	Fee:	Receipt Number:

SECTION 19.1 PURPOSE

It is the purpose of this Article to specify the procedure and requirements for the review of special land uses, as specified in this Ordinance. Uses classified as special land uses are recognized as possessing unique characteristics (relative to location, design, size, public infrastructure needs, and other similar characteristics) which require individual review and approval standards in order to safeguard the general health, safety, and welfare of the County.

SECTION 19.2 APPLICATION AND FEES

An application for a special use permit shall be made by filing with the zoning administrator one (1) Paper copy and one (1) PDF electronic copy (or similar file format) of a completed application form, including all required information and the fees established by the County Board of Commissioners to cover the costs of processing the application. No part of any fee shall be refundable.

SECTION 19.3 DATA REQUIRED

This application for a special land-use permit shall include all the following information:

19.3.1 The Applicant's name, address, and telephone number.

19.3.2 The legal description, addresses, and taxes identification number of the proposed site.

19.3.3 A signed statement that the Applicant is the owner of the proposed site, or is acting as the owner's representative.

19.3.4 A site plan meeting all of the requirements of Section 23.2 of this Ordinance.

19.3.5 A detailed written description of the proposed special land use.

19.3.6 A detailed written statement, with supporting evidence, demonstrating how the proposed special land use will comply with the standards for special land use approval specified in Section 19.7 of this Ordinance.

19.3.7 Any additional information reasonably deemed necessary by the Planning Commission to determine compliance with the standards for special land use approval specified in Section 19.7 of this Ordinance and the impact of the proposed special land use on adjacent properties, public infrastructure, and the County as a whole. This information may take the form of, but is not limited to, traffic impact analysis, environmental impact assessments, market studies (to determine demand and/or use saturation), fiscal impact analysis or reports and/or information from officials representing state, county, or local police, fire, or health departments, the county road commission or Michigan Department of Transportation and/or state, county, or local environmental regulatory agencies.

SECTION 19.4 ZONING ADMINISTRATOR'S REVIEW

19.4.1 The zoning administrators shall review the application and information submitted under Section 19.3 of this Ordinance to determine if all required information was supplied. If the zoning administrator determines that all required information was not supplied, he/she shall send written notification to the Applicant of the deficiencies. The application for the special use permit cannot proceed until all required information has been supplied.

19.4.2 Once all required information is submitted, the zoning administrator shall forward the application to the Planning Commission for its review under the procedures of this Article, and will notify the township in which the property is located of the application.

SECTION 19.5 PUBLIC HEARING REQUIREMENTS

Following receipt of a complete special use permit application, the Planning Commission shall hold a public hearing. The notices for all public hearings before the planning commission concerning requests for special use permits and planned unit developments shall comply with all of the following:

A. The content of the notice shall include all of the following information:

1. A description of the nature of the proposed special use or planned unit development request.
2. A description of the property on which the proposed special use or planned unit development will be located. The notice shall include a listing of all existing street addresses within the property. Street addresses, however, do not need to be created and listed if no such addresses currently exist within the property. If there are no street addresses, other means of identification may be used, such as using tax parcel identification numbers or including a map showing the location of the property.
3. The time, date, and place the proposed special use or planned unit development request will be considered.
4. The address where and the deadline when written comments will be received concerning the proposed special use or planned unit development request.

B. The notice shall be published in a newspaper of general circulation within the County not less than fifteen (15) days before the scheduled public hearing.

C. The notice shall be sent by first-class mail or personal delivery to the owners of the property or properties proposed for Special Use or Planned Unit Development not less than fifteen (15) days before the scheduled public hearing.

D. The notice shall also be sent by first-class mail or personal delivery to all persons to whom real property is assessed within three hundred (300) feet of the property on which the proposed special use or planned unit development will be located and to the occupants of all structures within three hundred (300) feet of the property on which the proposed special use or planned unit development will be located not less than fifteen (15) days before the scheduled public hearing, regardless of whether the property or occupant is located in the County. If the name of the occupant is not known, the term "occupant" may be used in making notification under this subsection.

SECTION 23.2 APPLICATIONS FOR SITE PLAN REVIEW

An application for site plan review shall be obtained from the Zoning Administrator. The completed application and site plan shall be submitted to the Zoning Administrator along with fifteen (15) copies of each for distribution. The application, site plan and copies shall be submitted at least thirty (30) days prior to the next regularly scheduled meeting of the Planning Commission, in order to have the site plan review scheduled for that meeting. The applicant shall also meet requirements of Article 27 Township Participation in County Zoning. The application for site plan review and the site plan shall contain the following information:

23.2.1 The application shall, at a minimum, include the following information:

23.2.1.1 The applicant's name, address, and phone number in full.

23.2.1.2 Proof of property ownership, and whether there are any options on the property, or any liens against it.

23.2.1.3 A signed statement that the applicant is the owner of the property or officially acting on the owner's behalf.

23.2.1.4 The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land), and the signature of the owner(s).

23.2.1.5 The address and or parcel number of the property.

23.2.1.6 Name and address of the developer (if different from the applicant).

23.2.1.7 Name and address of the engineer, architect and/or land surveyor.

23.2.1.8 Project title.

23.2.2.12 Location and design of all sidewalks, walkways, bicycle paths and areas for public use.

23.2.2.13 Location of water supply lines and/or wells, including fire hydrants and shut off valves, and the location and design of storm sewers, retention or detention ponds, waste water lines, clean-out locations, connection points and treatment systems, including septic systems if applicable.

23.2.2.14 Location of all other utilities on the site including natural gas, electric, cable TV, telephone and steam.

23.2.2.15 Proposed location, dimensions and details of common open spaces and common facilities such as community buildings or swimming pools if applicable.

23.2.2.16 Location, size and specifications of all signs and advertising features with elevation views from front and side.

23.2.2.17 Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.

23.2.2.18 Location and specifications for all fences, walls, and other screening features with elevation views from front and side.

23.2.2.19 Location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location or range of sizes as appropriate.

23.2.2.20 Location, size of all trash receptacles and other solid waste disposal facilities.

23.2.2.21 Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.

23.2.2.22 Identification of any significant site amenities or unique natural features.

23.2.2.23 Identification of any significant views onto or from the site to or from adjoining areas.

23.2.2.24 North arrow, scale and date of original submittal and last revision.

23.2.2.25 Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the site plan…

****NOTE** Application to include all items required under Article 19 and Article 23**
See Zoning Ordinance for additional information and procedure

AGENCY REVIEW FORM

Please address any issues/concerns below relating to the site plan submitted by the applicant for review by the Otsego County Planning Commission and/or Zoning Administrator per Article 23 Site Plan Review Section 23.4 Agency Review of the Otsego County Zoning Ordinance.

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