

## Special Use Permit - Checklist

Special Use Permit Number \_\_\_\_\_.

Parcel Code/s #28-11-\_\_\_\_ - \_\_\_\_ - \_\_\_\_

Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

### ARTICLE VIII

#### **Ordinance Reference - Section 8.1.2 Permit Procedures:**

1. **Submission of Application:**

- a. \_\_\_\_\_ Fee No part of any fee shall be refundable.

#### **Ordinance Reference - Section 8.1.3**

**Section 8.1.3 Basis for Determinations:** Before making recommendation on a special use permit application, the Town Board shall establish that the following general standards, as well as the specific standards outlined in each section of this Article, shall be satisfied.

**General Standards:** The Town Board shall review each application for the purpose of determining that each proposed use meets the following standards, and in addition, shall find adequate evidence that each use on the proposed location will:

2. **General Standards - Include a statement of HOW the proposed project meets the standards::**

- a. \_\_\_\_\_ Be designed, constructed, operated and maintained so as to be harmonious 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.
- f. \_\_\_\_\_

**Conditions and Safeguards:** The Town Board 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.

Specific Requirements: In reviewing an impact assessment and site plan, the Town Board and the Planning Commission shall consider the following standards:

**3. Include a statement of HOW the proposed project meets the standard:**

- 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 Peninsula 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.
  - i. \_\_\_\_\_ Grand Traverse County Road Commission
  - ii. \_\_\_\_\_ Grand Traverse County Drain Commissioner
  - iii. \_\_\_\_\_ County DPW standards for sewer and water if public.
  - iv. \_\_\_\_\_ Grand Traverse County Health Department for private systems
  - v. \_\_\_\_\_ State and Federal Agencies for wetlands, public sewer and water.
- f. \_\_\_\_\_ That natural resources will be preserved to a maximum feasible extent, and that areas to be left undisturbed during construction shall be so located 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.
- 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 stormwater 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.
- l. \_\_\_\_\_ That structures, landscaping, landfills or other land uses will not disrupt air drainage systems necessary for agricultural uses.
- m. \_\_\_\_\_ That phases of development are in a logical sequence, so that any one phase will not depend upon a subsequent phase for adequate access, public utility service, 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 Town Board and 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.
- 4. **Present 8 copies of Site plan, plot plan, development plan**  
Drawn to scale (preferable 1"=50'), of total property involved showing:
  - a. \_\_\_\_\_ the location of all abutting streets,
  - b. \_\_\_\_\_ the location of all existing and proposed structures and their uses
  - c. \_\_\_\_\_ the location and extent of all above ground development, both existing and proposed.
  - d. Preliminary plans and specifications of the proposed development. *This preliminary plan shall be in a form that can be easily reproduced on transparencies that can be used for public presentation.*

Is the project to be developed in Phases? \_\_\_\_ Yes; \_\_\_\_ No.

- 5. If the project is to be phased, provide documentation that:
  - a. \_\_\_\_\_ Upon completion, each phase will be capable of standing on its own in terms of the presence of services, facilities, and open space, and contains the necessary components to insure protection of natural resources and the health, safety, and welfare of the users of the project and the residents of the surrounding area.
  - b. \_\_\_\_\_ Shows a proposed commencement date for each phase of the project.