

BUTLER TOWNSHIP
APPLICATION FOR SPECIAL USE REVIEW

NOTICE TO APPLICANT: Applications for Special Use review by the Planning Commission must be submitted to the Township *in substantially complete form* at least twenty-one (21) days prior to the Planning Commission's meeting at which the proposal will be considered. The application must be accompanied by twelve (12) individual folded copies of the site plan, plus the required review fees. Regular meetings of the Planning Commission are held on the second Monday of every third month and Township Board meetings are held on the 4th Monday of each month, both at 7:00 p.m. All meetings are held at the Butler Township Hall, 993 Butler Road, Quincy, MI 49082.

Special Uses shall comply with the standards in Chapter 19, Special Land Use Approval Procedures, of the Township Zoning Ordinance. Accordingly, a public hearing shall be held by the Planning Commission before a decision is made on any Special Use request. Furthermore, a site plan shall be required, which shall be prepared in accordance with Chapter 12, Site Plan Review and Approval Procedures of the Ordinance.

TO BE COMPLETED BY APPLICANT:

I (we) the undersigned do hereby respectfully request Special Use Review and provide the following information to assist in the review:

Applicant: _____

Mailing Address: _____

Telephone: _____ Fax: _____

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

Mailing Address: _____

Telephone: _____ Fax: _____

Applicant's Legal Interest in Property: _____

Location of Property: Street Address: _____

Nearest Cross Streets: _____

Sidwell Number: _____

Property Description:

If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., "acreage parcel"), provide metes and bounds description. Attach separate sheets if necessary.

Property Size (Square Ft): _____ (Acres): _____

Existing Zoning (please circle):

- AG Prime Agricultural
- R-1 General Agricultural / Rural
- R-2 Low Density Residential
- R-3 Medium Density Residential
- C Commercial
- I Industrial

Present Use of Property: _____

Proposed Use of Property: _____

Please Complete the Following Chart:

Type of Development	Number of Units	Gross Floor Area	Number of Employees on Largest Shift
Detached Single Family			
Attached Residential			
Office			
Commercial			
Industrial			
Other			

ATTACH THE FOLLOWING:

1. Twelve (12) individually folded copies of the site plan, sealed by a registered architect, engineer, landscape architect or community planner. (If copies are submitted simultaneously for site plan review, then submittal of 12 additional sets of prints is not necessary.)
2. Proof of property ownership.
3. A brief written description of the proposed use.

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the site plan may be tabled due to lack of representation.

Following is a set of criteria from Chapter 12, Section 12.04, and Paragraph 2 that must be met:

Site Plan Information. Each submittal for site plan review shall be accompanied by a detailed site plan which shall consist of an scaled drawing of the site. The following information shall be included:

- a. Name and address of development and general location sketch.
- b. Name, address and phone number of engineer, architect and/or designer.
- c. North arrow, scale, and date of original drawing and revisions
- d. The seal of one of the following professionals registered in the State of Michigan: Registered Architect, Registered Civil Engineer, Registered Landscape Architect, Registered Land Surveyor or Registered Professional Community Planner. The architectural plans of the buildings shall be prepared by and bear the seal of a Registered Architect. A site plan for an alteration or addition to an existing structure may be prepared by the builder or contractor.
- e. A legal description.
- f. The dimension and boundaries of all proposed lots and rights-of-way and easements. The boundaries of the subject property shall be clearly indicated on the site plan, differentiated from other contiguous property. If the parcel is a part of a larger parcel, boundaries of total land holding shall be indicated.
- g. Existing topographic elevations at two foot intervals, including ground elevations of all existing buildings, drives and/or parking lots, and any adjacent unusual surface conditions. Indicate direction of drainage flow.
- h. The location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains, and wetlands.
- i. All required minimum setbacks from the existing or proposed right-of-way and from adjacent lots.
- j. The location and dimensions (length, width, height) of all existing and proposed structures, setbacks, rights-of-way and private easements and driveway locations.
- k. With residential proposals, a site summary indicating the number and location of one bedroom units, two bedroom units, etc., typical floor plans with the square feet on floor areas; density computation, recreation facilities, open spaces, street names, and lot coverage.
- l. With non-residential proposals, the number of offices, employees, floors and typical floor plans and cross sections.

- m. Proposed parking including layout and dimensions of parking spaces, number of spaces provided and type of surfacing.
- n. Proposed traffic and pedestrian circulation patterns. Designated loading and unloading areas, barrier free access, any fire lanes, and carports.
- o. Proposed finish grade of buildings, driveways, walkways, and parking lots.
- p. Proposed water service, sanitary sewer, storm water management, and fire hydrants.
- q. Soil erosion and sedimentation control measures.
- r. Landscaping plan.
- s. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.
- t. Any variances, performance guarantees, types, and terms.
- u. Information and special data which may be critical to the adequate review of the proposed use and its impacts on the site or Township. Such data requirements may include traffic studies, market analysis, environmental assessments (including inventory and impact data on flora, fauna, natural resources, hazardous materials, erosion control and pollution), demands on public facilities and services, impact on historical or cultural resources, displacement of people or other uses as a result of the proposed development, alterations of the character of the surrounding area, effect on the Township 's tax base and adjacent property values, or other data which the Township may reasonably deem necessary for adequate review.
- v. The size, location and description of any proposed interior or exterior areas or structures for storing, using, loading or unloading of hazardous substances. A listing of types and quantities of hazardous substances which will be used or stored on-site in quantities of hazardous substances which will be used or stored on-site in quantities greater than 100 kilograms or 25 gallons per month.
- w. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of the cleanup.
- x. Plans depicting existing and proposed building elevations.

APPLICANT'S ENDORSEMENT:

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance has been submitted. I further acknowledge that the Township and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing,

July 25, 2008

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or approval of this application. I agree to onsite inspections by the zoning administrator and/or members of the planning commission.

Signature of Applicant Date

Signature of Property Owner Authorizing this Application Date

<p>TO BE COMPLETED BY THE TOWNSHIP</p> <p>No. _____</p> <p>Date Submitted: _____ Fee Paid: _____</p> <p>Received By: _____ Date of Public Hearing: _____</p> <p>PLANNING COMMISSION ACTION (RECOMMENDATION)</p> <p>To Approve: _____ To Deny: _____ Date of Action: _____</p> <p>Reasons for Action Taken: _____</p> <p>_____</p> <p>TOWNSHIP BOARD ACTION</p> <p>Approved: _____ Denied: _____ Date of Action: _____</p> <p>Reasons for Action Taken: _____</p> <p>_____</p>	<p>Case</p>
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