

**CHARTER TOWNSHIP OF CALEDONIA  
APPLICATION FOR SPECIAL USE PERMIT**

**OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_

Check Number: \_\_\_\_\_

Various land uses and activities possess unique characteristics which under certain conditions require special limitations and controls to insure compatibility with adjacent land uses, with the natural environment, and with existing and projected capacities of public services and facilities affected. It is the Township's intent to allow land to be used for special uses after a designated body or official reviews the proposal in accordance with the standards and procedures set forth by the terms of the Zoning Ordinance.

**Applicant's Name** \_\_\_\_\_ **Daytime Phone**( ) \_\_\_\_\_

**Address** \_\_\_\_\_ **Zip code** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Agent's Name** \_\_\_\_\_ **Daytime Phone**( ) \_\_\_\_\_

**Address** \_\_\_\_\_ **Zip code** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Name of owner** (if different than above) \_\_\_\_\_

\*If Applicant is not the owner of the property for which the special use is proposed, please attach a notarized statement from the owner acknowledging his/her awareness of this Petition.

**Property interest of applicant** (owner, contract purchaser, etc.) \_\_\_\_\_

**Billing Address**(if different from Applicant's) \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Existing Zoning District** \_\_\_\_\_ **Proposed Special Land Use** \_\_\_\_\_

The special land use is being requested for the following described property:

**Address** \_\_\_\_\_ **Parcel Number:** 41 - 23 - \_\_\_\_\_

**Legal Description** (a copy of the recorded deed may be substituted)

**Parcel size** (in acres or square feet) \_\_\_\_\_ **Size of site proposed for special use** \_\_\_\_\_

**Brief Description of Request:**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Owner**(if different than Applicant) \_\_\_\_\_ **Date** \_\_\_\_\_

Please see "Instructions for Filing an Application for Special Use Permit" for the list of supportive materials which must accompany this petition, and deliver or mail to the Charter Township of Caledonia, 8196 Broadmoor Ave. SE, Caledonia, MI 49316, phone (616) 891-0070.

## INSTRUCTIONS FOR FILING AN APPLICATION FOR SPECIAL USE PERMIT

1. Any person owning or having an interest in the subject property may file an application for one or more special land use permits provided for in the zoning district in which the land is situated.
2. Special Land Uses are regulated in Chapter XVI of the Zoning Ordinance. A site plan is required to accompany the application. Site Plans and a site plan checklist are included in Chapter XVIII of the Zoning Ordinance.
3. The applicant shall submit a narrative describing how the request conforms with the general Standards for Considering Special Land Uses in Section 16.4, as well as a narrative describing conformance of any specific special land use standards in sections 16.10-16.52.
4. Applications for Special Land Use Permits must be submitted to the Township Planner. Please attach 14 copies of all application materials (including 14 copies of the fully dimensioned site plan which depicts the land affected by the proposal) as follows:
  - 5 folded 24x36 copies of full submittal package
  - 9 copies of 11x17 reductions
  - 1 digital copy of entire submittal in pdf format

Submitted plans must comply with the requirements included in the "Instructions for Filing an Application for Special Use Permit." Certain special uses allowed throughout the Zoning Ordinance may be authorized by the Township Planner without a formal site plan. The applicant should consult the Township Planner to determine the required content of the site plan.

5. Each application must be accompanied by the appropriate application and escrow fees in accordance with the schedule of fees adopted by the Township Board on October 5, 2016.

	<u>Application Fee</u>	<u>Escrow Fee/Security Deposit</u>
Residential special use	\$250	\$1,500
Non-residential special use	\$500	\$2,500
Accessory building special use	\$250	\$500

Application and escrow security deposit fees shall be in the amount established by resolution of the Township Board of Trustees. One check may be written to cover both application and escrow fees. Application fees are not refundable. Escrow fees are considered a security deposit for the project, and will be refunded upon completion of the project. **Ongoing charges incurred during the review and processing of applications, such as engineering and legal fees, will be billed back to the applicant for payment.** Failure to pay ongoing charges will result in the withholding of project approval.

**I have read and understood the Township's Escrow Fee/Security Deposit policy.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

6. Once deemed complete, special use applications and site development plans will be promptly transmitted to the Planning Commission. The Planning Commission will hold at least one (1) public hearing on all special use requests it receives and will give notice for said hearing in the following manner:
  - a.) Notice will be published in the *Middleville Sun and News*, and sent to all persons to whom real property is assessed, and to the occupants of all structures within three hundred (300) feet of the property lines of the lands involved in the special use request.
  - b.) Notice will be given not less than fifteen (15) days before the date the public hearing is to be held.
  - c.) The notice will describe the nature of the special use request; indicate the property which is the subject of the request and hearing; state when and where the public hearing will be held; and indicate when and where written comments on the proposed special use will be received.
7. Where such authority is granted under the terms of the Zoning Ordinance, the Planning Commission or Township Board will issue a Special Use Permit upon the finding that the proposed special use is in compliance with the standards specified in the Ordinance. The Planning Commission or Township Board may stipulate additional conditions and guarantees that all conditions will be complied with when such additional conditions may be deemed necessary. The Township Board will not render a decision on any special use request until it receives the recommendations of the Planning Commission and a summary of comments received at the public hearing.
8. A Special Use Permit is valid for a period of one year. If authorized use(s) or activity(ies) has not commenced within one year of permit approval, a new Special Use Permit application must be submitted.