



FILE NO.

8555 Kalamazoo Avenue SE • Caledonia MI 49316
 Ph: 616 698-6640 • Fax: 616 698-2490
 www.gainestownship.org

Special Use Permit

Project Address		
Owner Name		
Owner Address	Street Address	City, State, Zip
Parcel Number(s):	41-22-	41-22-
Description of Proposed Project/Use		

Applicant/Contact		
Applicant/Contact Address	Street Address	City, State, Zip
Contact Info	Home / Office / Cell	E-Mail

"I" hereby certify to the correctness and knowledge of the information submitted and hereby agree to comply with the terms and requirements of all applicable Township ordinances. I also grant Township staff permission to enter onto the subject property in review of this application.

Signature	
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Please complete the appropriate Worksheet as part of your application packet (see Staff for more information) for: Planning Commission, Zoning Board of Appeals requests, Land Divisions, Combinations or Lot Line Adjustments.

Township Use Only

Current Zoning District:					RL-14	RL-10	R-3	R-4	C-1	C-2	O-S	I-1	I-2	PUD	A-R	A-B
One / Two Family Construction	<input type="checkbox"/>	Zoning Board of Appeals	<input type="checkbox"/>	Planning Commission	<input type="checkbox"/>	Land Combination	<input type="checkbox"/>									
Site Plan Review	<input type="checkbox"/>	Rezoning / PUD Rezoning	<input type="checkbox"/>	PUD Amendment	<input type="checkbox"/>	Land Division	<input type="checkbox"/>									
Subdivision / Site Condo Review	<input type="checkbox"/>	Special Use Permit	<input type="checkbox"/>	Lot Line Adjustment	<input type="checkbox"/>											
Other:																
Approved	<input type="checkbox"/>	Approved with Conditions	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Withdrawn	<input type="checkbox"/>									
Zoning Administrator:														Date:		

Special Use Permit Applicant Worksheet

File No. _____

Special Land Use review and approval is required for certain uses of land that have increased potential to impact adjacent properties and the neighborhood. The Special Land Use application and review procedure is therefore intended to ensure that the proposed use will be designed, operated, maintained and managed in a way that will be compatible with neighboring properties and will not be detrimental to the Township or its surroundings. The application process includes public notice of the proposed use and a public hearing before the Planning Commission. Conditions of approval may be required by the Planning Commission to less on or mitigate potentially adverse effects of the use.

Please indicate request type and the applicable Section(s) of the zoning ordinance. Leave blank if uncertain.

<input type="checkbox"/> Residential Special Use	
____ Accessory Building	Section(s) _____
____ Other	Section(s) _____
<input type="checkbox"/> Commercial / Industrial Special Use *	Section(s) _____
<input type="checkbox"/> Wireless Communication Facility *	Section(s) _____
<input type="checkbox"/> Signs/Billboard	Section(s) _____

* Please check with the Planning and Zoning Department staff to determine additional applicable Site Plan Approval requirements.

File No. _____

General Standards for All Special Land Uses (Section 19.8)

In addition to utilizing the Zoning District standards and the site plan review standards of Section 25.6, “The Planning Commission shall review the particular circumstances and facts of each proposed special use and in addition to the specific standards of consideration stated for each special use type within this Ordinance, shall be guided in rendering a decision by the following general standards:

- a. *The proposed special use shall be sufficiently designed to maintain adequate provision for the protection of the health, safety, conveniences, and social and economic welfare of those who will use the special use, residents and landowners adjacent to the special use, and the community as a whole.*
- b. *The proposed special use shall be consistent with the intent of this Ordinance and the intent of the Master Plan.*
- c. *The special use shall not create or substantially add to traffic hazards in the area.*
- d. *Public services and facilities such as roads, police and fire protection, drainage structures, water and sewage facilities or schools, shall be sufficiently extended to the proposed special use such that load capacities are not exceeded.*
- e. *The proposed special use shall not set precedents for development which could adversely affect the long term plans or policies of the Township.*
- f. *The proposed special use shall not have significant adverse environmental, ecological or natural resource impacts.*
- g. *The proposed special use shall not have significant adverse impacts upon adjoining properties or uses.”*

Applicant Response to General Standards of Review

Special Land Uses are those that have been identified as uses requiring special consideration based upon their potential effect on the adjacent area. Special regulation of these uses is necessary to protect and preserve the quality of the Township's residential and commercial neighborhoods and not all locations are appropriate for all special uses. The proposed location, the site design and layout of the use, the size and magnitude of the use and hours of operation may all be important considerations.

1. How much traffic, what kind of traffic and at what times of the day and or week will traffic be generated by the proposed use.

2. Will the use or activity generate any noise, dust, odor, light or other emissions? If so what type and how frequently.

3. In addition to the above, describe any other the activities or characteristics associated with the building(s) and use and what measures will be taken in the location design, and operation of the use to keep the use, building or activity in harmony with neighboring properties and avoid the imposition of adverse impacts on them and the community.

4. Describe how the proposed special use will avoid the creation of adverse environmental, ecological or natural resource impacts.

Site Plan.

Please submit a reproducible site plan, or sketch plan. The plan must be drafted to an accurate minimum scale of 1 inch to 50 feet. If the drawing has not been professionally prepared and sealed, a certified legal survey of the property shall be required in order to verify the accuracy of the site plan. If the site plan is not to scale or it is lacking accuracy and detail, the application will be rejected.

The following checklist itemizes the minimum requirements, as applicable, for a site plan that is submitted with a special land use application. If the Planning and Zoning Department determines that more information and project detail is required you may be directed to provide additional information as outlined in Chapter 25 of the Gaines Charter Township Zoning Ordinance.

- Name of applicant.
- Owner or owners, if different than the applicant.
- Name and address of the development
- North arrow, scale and date
- Lot dimensions.
- Legal description for the property.
- Zoning of the site and adjacent properties
- The location and setback of all buildings, signs and structures from property lines and street right-of-way lines.
- The height and dimensions of all buildings, structures,
- Depiction of all freestanding and wall signs.
- Outside storage areas, with a description of the materials or equipment to be stored.
- Dumpsters, dumpster screening.
- Vegetation, fences, walls, buffers or other screening methods.
- Easements (access, utility, service road, and all other
- Outdoor lighting fixtures
- Driveways,/ streets/ private roads clearly labeled.
- Parking, loading areas, and circulation areas (show surface material, dimensions and layouts of parking spaces and direction size of travel of lanes, aisles, and driveways).
- Sidewalks, trails, and walkways as applicable.
- Site drainage patterns, and proposed grading.
- Natural features (tree lines, wooded areas, streams, ponds, drainage ditches, wetlands).

Building Elevations.

- Building elevation drawings or pictures and a description of the materials and colors to be used on the building(s).