

**CLAYBANKS TOWNSHIP PLANNING COMMISSION**

***SPECIAL USE PERMIT APPLICATION***

1. APPLICANT INFORMATION

Name: \_\_\_\_\_

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

Telephone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(Home) (Business)

2. PROPERTY INFORMATION

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

\_\_\_\_\_

Legal Description of Property:  
(Attach a copy of the owner's deed or land contract memorandum)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning District: \_\_\_\_\_

Size of Property: \_\_\_\_\_

3. NAMES AND ADDRESSES OF ALL PROPERTY OWNERS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. ACTION REQUESTED: (Attach a separate sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. FACTS IN SUPPORT OF ACTION REQUESTED:

---

---

6. ESTIMATED COMMENCEMENT & COMPLETION DATE OF CONSTRUCTION (IF APPLICABLE):

*Note: Construction is to begin within one (1) year from the date the Special Use Permit was granted. Completion of project is to be within two (2) years from the date the Special Use Permit was granted.*

\_\_\_\_\_  
(Commencement Date)

\_\_\_\_\_  
(Completion Date)

7. PAYMENT:

*Application must include payment of:  
Application Fee - \$600.00 and  
Zoning Permit Fee - \$45.00 Residential or \$75.00 Commercial  
Pursuant to Section 206 of the Township Zoning Ordinance, the application fee is a minimum fee and, in addition, the Township may charge its actual costs and expenses incurred in the review of this application, including but not limited to; publication fees, professional engineering or site plan review fees, attorney fees, etc. Further, no part of the Special Use Application Fee shall be refunded, even if the application is denied. If the application is denied, the amount paid for the Zoning Permit shall be refunded.*

8. SUBMISSION OF COPIES:

**Seven copies** of this application must be submitted to the Township Zoning Administrator.

9. Is a site plan or development plan being submitted with this application which complies with paragraphs #B1 through 14 of the attached site plan checklist?

Yes \_\_\_\_\_ No \_\_\_\_\_

10. The Applicant(s) hereby certify that the information contained in this application and the attached development plan are correct and are aware that all information must be included and all fees paid before a meeting date can be scheduled. Furthermore, permission is granted for members of the Claybanks Township Board, Planning Commission, or Planning Commission of Appeals, or any other Representative of the Township, to enter the above described property for the purposes of gathering information related to this application.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

The application shall include the following:

- A. Form supplied by the Zoning Administrator to be filled out in full by the applicant.
- B. Seven (7) copies of a site plan or development plan, drawn to a readable scale, of the total property involved showing the location of the abutting streets, and the existing and proposed structures and their uses. The site plan shall also show:
  - 1. A general description of the proposed development.
  - 2. Property dimensions, address, and legal description.
  - 3. Size and location of existing and proposed yard setbacks, uses and structures.

The following may also be required, at the discretion of the Zoning Administrator, Planning Commission, or Township Board:

- 1. The location of parking areas, parking spaces, loading areas, driveways and curb sets.
- 2. Existing public rights-of-way and private easements and their locations and widths.
- 3. Proposed storm water disposal.
- 4. The topography of the site and its relationship to the adjoining land.
- 5. Any watercourses or water bodies, including existing drainage ways.
- 6. Existing significant vegetation.
- 7. Location of open spaces, berms, buffers, and green belts.
- 8. Copies of any applicable permits or applications for permits required from the Michigan Department of Natural Resources, the Oceana County Road Commission, Oceana County Health Department, or any other applicable governmental entity.
- 9. A landscaping plan indicating locations of proposed planning and screening, fencing and signs.
- 10. Such environmental, engineering, or other tests, safeguards, or studies as the Planning Commission may require.
- 11. A statement with supporting evidence regarding standards specified in Section 1004.

#### Section 1004 - GENERAL STANDARDS FOR MAKING DETERMINATIONS

The Planning Commission shall review the application in terms of the following standards:

- A. Will 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.
- B. Will be served adequately by essential public facilities and services, such as highways, police and fire protection, and drainage structures; or that the persons or agencies responsible for the establishment of the proposed use shall be able to adequately provide any such service.
- C. Will not create excessive additional requirements at public costs for public facilities and services; and will not be detrimental to the economic welfare of the community.
- D. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be hazardous, detrimental, or a nuisance to any person, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, vibrations, glare or odors.