

Village of Central Lake  
1622 N. M-88  
P.O. Box 368  
Central Lake, MI 49622

Phone: (231) 544-6483

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## SPECIAL USE ZONING PERMIT APPLICATION

### Office Use Only:

Case #: \_\_\_\_\_

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

Date of Inspection: \_\_\_\_\_

Fee Received: \_\_\_\_\_

Check #: \_\_\_\_\_

Planning & Zoning Commission

Action: \_\_\_\_\_

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

Permit #: \_\_\_\_\_

### General Information:

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

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

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

Property Owner's Name and Address (if not applicant): \_\_\_\_\_

Applicant's Capacity If not Property Owner (check one)

\_\_\_\_\_ Builder

\_\_\_\_\_ Have Option to Purchase

\_\_\_\_\_ Agent/Other

Proposed Construction Site Address (if known) \_\_\_\_\_

Parcel Size: \_\_\_\_\_

Property Description: \_\_\_\_\_

Nearest Intersection: \_\_\_\_\_

Street from which Driveway will Access: \_\_\_\_\_

Parcel Data Process (tax) Number: \_\_\_\_\_

List any adjacent Parcels Under the Same Ownership: \_\_\_\_\_

Zoning District (see zoning Ordinance): \_\_\_\_\_

**Action Requested:**

It is requested the Village of Central Lake Planning Commission approve issuing a special use permit for the land described above for the purpose of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach sheets if necessary)  attached

Cite section and listing number where proposed use is specifically listed as allowed in the zoning district:

\_\_\_\_\_

**Statement of Justification for Requested Action:**

State specifically the reason for this special use permit request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach sheets if necessary)  attached

**Provide the Following Data:**

- A. A concise statement of all operation and uses which will be conducted on the land and buildings, including parking facilities, if required, and any exceptional traffic situation that use may require or create: \_\_\_\_\_
  
- B. A statement by applicant appraising the effect on the neighborhood: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- C. Information concerning the requirements of the special land use for public services and utilities, including the number of water systems hook-ups, generation and disposal of solid and liquid waste, and the amount of fresh water to be consumed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- D. The amount of soil, dirt, sand or gravel to be excavated and removed from the site, or the amount and composition of all fill to be placed on the site: \_\_\_\_\_  
\_\_\_\_\_

**Please Provide the Following Data on Your Site Plan for Your Project:**

Seven (7) copies of the proposed site plan, including all required additional or related information, shall be presented to the Zoning Administrators office by the petitioner or property owner or his designated agent at least thirty (30) days prior to the Planning Commission meeting at which the site plan will be considered. The Zoning Administrator shall review the submitted site plan application and if determined to be complete, (all required information provided), shall cause the submittal to be placed on the agenda of the next regular Planning Commission meeting. If the application is not complete, the Zoning Administrator shall send a letter to the applicant identifying the deficiencies. The scale of the site plan must be at least one (1) inch = fifty (50) feet for parcels under three (3) acres. For parcels greater than three (3) acres, the portion of the property pertaining to the application, plus two-hundred (200) feet in each direction, shall be at a scale of at least one (1) inch = fifty (50) feet (area enlargements). The full property shall be drawn to scale, and shall indicate the location of the area of enlargement.

1. \_\_\_\_\_ A certified survey of the property prepared and sealed by the professional licensed surveyor, showing at a minimum the boundary lines of the property, to include all dimensions and legal descriptions.
2. \_\_\_\_\_ Name and address of the property owner (s), developer (s) , and designer (s), and their interest in said properties.
3. \_\_\_\_\_ The location of all existing structures and all proposed uses or structures on the site, including proposed curb cuts, drives, walkways, signs, exterior lighting, adequate parking, including barrier free parking spaces for the proposed uses (show the dimensions of a typical parking stall and parking lot), loading and unloading areas, if necessary, open space, common use areas and recreational areas and facilities. An elevation drawing of the proposed building (s) shall be required in order to review the proposed building bulk and verify height.
4. \_\_\_\_\_ The location and width of all abutting right-of-way, easements, utility lines and associated facilities within or bordering the subject project.
5. \_\_\_\_\_ The location of existing environment features, such as watercourses, wetlands, shorelines, man-made drains, mature specimen trees, wooded areas or any other unusual environmental features.
6. \_\_\_\_\_ The location and identification of all existing structures, lighting, signs, ingress drives, roads, and parking within two-hundred foot radius of the site, including road names.
7. \_\_\_\_\_ The existing zoning district win which the site is located and the zoning of adjacent parcels.
8. \_\_\_\_\_ The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.
9. \_\_\_\_\_ The location, size and slope of all surface and subsurface drainage facilities.
10. \_\_\_\_\_ Summary tables, cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information:
  - A. the number of units proposed, by type, including a typical floor plan for each unit
  - B. the area of the proposed units in square feet, as well as area dimensions of driveways and staging areas
  - C. typical elevation drawings of the front and rear of each building
11. \_\_\_\_\_ The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10% or greater, contours shall be shown at height intervals of two (2) feet for less)
12. \_\_\_\_\_ Generalized soil analysis data regarding the soils and their adaptability to the use. More detailed information may be required where the Commission determines that the site and use warrant a more critical review of soils.
13. \_\_\_\_\_ All site plans shall comply with the terms of the Antrim County Soil Erosion Sedimentation and Strom water Runoff Control Ordinance. It shall be the applicant's responsibility to provide documentation of the compliance of the County Ordinance.

14. \_\_\_\_\_ Anticipated hours of operation for proposed use. The Planning Commission may impose reasonable limits to hours of operation as a condition of site plan approval which warranted to assure compatibility with surrounding land uses.

15. \_\_\_\_\_ Impact Statement: This statement shall address itself to the following as applicable to the type of use .

- A. A complete description of the proposed development including: areas of the site. The number of lots or units; and the number and characteristics of the population impact such as density, elderly persons, school children, tourists, family size, income and related information as applicable.
- B. Expected demands on community services, and how these services are to be provided, to specifically include: school classroom needs, volume of sewage for treatment, volume of water consumption related to ground water reserves or community system capacity, change in traffic volume on adjacent streets and other factors that may apply to the particular development.
- C. Statements relative to the impact of the proposed development on soil erosion, shoreline protection, wildlife habitat, air pollution, water pollution (ground & surface), noise and the scale of development in terms of the surrounding environment.

**Before approving any Special Use, the Planning Commission shall require that all the General Standards listed in the Central Lake Zoning Ordinance be satisfied.**

**Affidavit:**

I agree that statements made above are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Village of Central Lake Zoning Ordinance will be complied with. Further, I agree to notify the Zoning Administrator of the Village of Central Lake for inspection before the start of construction and when locations of proposed used are marked on the ground. Further, I agree to give permission for officials of the Village of Central Lake to enter the property subject to this permit application for purposes of inspection. Further, I hereby certify that the property owner authorizes the proposed work and that I have been empowered by the owner to make this application as his/her selected agent. Finally, I understand this is a zoning permit application (not a permit) and that a special land use permit, if issued, conveys only land use rights and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE:**

**Where new construction is involved, property lines and locations of proposed uses must be marked on the ground before a permit will be issued.**

**The applicant must notify the Zoning Administrator when the property is marked and ready for inspection.**

**When completed, sent to:**

**Scott Barrett, Zoning Administrator**

**Village of Central Lake**

**P.O. Box 368**

**Central Lake , MI 49622**

**(231) 544-2911**