

OFFICIAL USE ONLY

FEE PAID _____
DATE RECEIVED _____
PROJECT NAME _____

RECEIVED BY _____
SITE PLAN NO. _____
PARCEL NUMBER(S) _____

**WILLIAMSTOWN TOWNSHIP
APPLICATION FOR SPECIAL LAND USE AND SITE PLAN REVIEW
PURSUANT TO SECTION 29.03- SPECIAL LAND USES AND
SECTION 29.02-SITE PLAN REVIEW**

NOTICE TO APPLICANT: Applications for review of SPECIAL LAND USE PERMIT and SITE PLAN REVIEW by the Planning Commission and Township Board must be submitted by noon no later than 21 business days prior to the Planning Commission meeting at which the proposal will be considered. This application must be accompanied by the data requirements specified in the Zoning Ordinance (and elsewhere on this form), including 5 fully dimensioned folded site plans, one electronic version in pdf format plus the required review fees. Regular meetings of the Planning Commission are held on the third Wednesday of each odd numbered month, at 7:30 p.m., unless otherwise stated and posted, and regular meetings of the Township Board are held on the second Wednesday of the month, at 7:00 p.m., unless otherwise stated and posted. All meetings are held at the Williamstown Township Hall, 4990 North Zimmer Road, Williamston, MI 48895. The applicant is strongly encouraged to make initial contact with the Township Planning Coordinator at (517)655-3193 before completing this application and compiling required supporting documentation. An application may be retired from the Planning Commission agenda, after notification of the applicant, if it has not appeared on at least one of three consecutive Planning Commission agendas.

TO BE COMPLETED BY APPLICANT:

I (We), the undersigned, do hereby respectfully request a Special Land Use and Site Plan Review and provide the following information to assist the review.

NAME OF APPLICANT _____

MAILING ADDRESS _____

TELEPHONE _____

INTEREST IN PROPERTY (if not owner) _____

PROPERTY OWNERS (if different than applicant):

NAME(S) _____

MAILING ADDRESS _____

TELEPHONE _____

LOCATION OF PROPERTY:

STREET ADDRESS _____

SIDWELL (PROPERTY ID) NO. _____

PROPERTY DESCRIPTION _____

NOTE: If property is part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., "acreage s:\Planning/Forms/SUP0715

parcel”), provide metes and bounds description. Attach separate sheets if necessary.

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PROPERTY SIZE _____ acres _____ square feet

ZONING:

APPLICANT’S PROPERTY _____

ADJACENT PROPERTIES

NORTH _____ SOUTH _____ EAST _____ WEST _____

PRESENT USE OF PROPERTY _____

SPECIAL LAND USE REQUEST _____

ZONING ORDINANCE REFERENCE defining your request as a special land use within the district in which your property is located: _____

PROPOSED USE OF PROPERTY

1) Residential

Multiple, cluster: total units proposed _____

Number of single family detached units _____

Number of attached units _____

Other use _____

2) Non- Residential

Description	Lot Coverage	Usable Floor Area
Retail _____		
Office _____		
Industrial _____		
Other _____		
Total number of permanent employees _____		

PLAN PREPARATION:

SUBMIT THE FOLLOWING WITH APPLICATION:

1. 5 folded copies of required site plans, sealed by registered architect, engineer, landscape architect or community planner
2. Electronic Version of site plan in PDF on disc.
3. Proof of property ownership
4. Review comments and/or approval received from county, state or federal agencies
5. Adequate evidence to satisfy criteria outlined in Section 29.02(F), site plan approval, and Section 29.03(D), special land use approval. RESPOND AND SUBMIT (ON SEPARATE SHEET(S) OF PAPER WITH THIS APPLICATION ADEQUATE EVIDENCE FOR ALL CRITERIA LISTED BELOW:

SECTION 29.02(F), STANDARDS FOR SITE PLAN APPROVAL

1. Adequacy of information
2. Site design criteria
3. Appearance
4. Compliance with district requirements (not special requirements for condominiums)
5. Preservation of natural areas
6. Privacy
7. Emergency vehicle access
8. Ingress and egress
9. Pedestrian circulation
10. Vehicular and pedestrian circulation layout
11. Drainage
12. Soil erosion and sedimentation
13. Exterior lighting
14. Public Service
15. Screening
16. Danger from hazards
17. Health and safety concerns
18. Sequence of development
19. Coordination with adjacent sites
20. Characteristics of the soils.

SECTION 29.03(C), STANDARDS FOR GRANTING SPECIAL LAND USE PERMITS

1. Compatibility with adjacent uses
2. Compatibility with Master Land Use Plan
3. Public services
4. Impact of traffic
5. Detrimental effects
6. Isolation of existing uses
7. Based on need

- 8. Economic well-being of the community
- 9. Compatibility with natural environment

PLEASE NOTE:

The applicant or a designated representative must be present at all scheduled review meetings or the site plan review will be tabled due to a lack of representation. If existing sewer facilities are available, an additional fee may be required by the Township and the City of Williamston. This should be verified before proceeding with site plan review.

FAILURE TO PROVIDE TRUE AND ACCURATE INFORMATION ON THIS APPLICATION SHALL CONSTITUTE SUFFICIENT GROUNDS TO DENY APPROVAL OF A SITE PLAN OR TO REVOKE ANY PERMITS GRANTED SUBSEQUENT TO SITE PLAN APPROVAL.

APPLICANT'S ENDORSEMENT:

All of the information contained herein is true and accurate to the best of my knowledge. I understand that the Planning Commission and Township Board will not review my application unless all information in this application and the Zoning Ordinance has been submitted.

 Signature of applicant(s) Date

 Signature of owner(s) Date

IF JOINTLY OWNED, SIGNATURES OF ALL OWNERS (HUSBAND, WIFE, ETC.) ARE REQUIRED.

PLANNING COMMISSION RECOMMENDATION _____	DATE _____
TOWNSHIP BOARD ACTION _____	DATE _____
APPLICANT NOTIFIED OF DECISION _____	DATE _____
AUTHORIZED SIGNATURE _____	DATE _____

FEE

Residential: \$500.00

Commercial & Planned Development: \$2500. escrow deposit*.

- Multiple family
- Mobile home park
- Commercial, office, industrial
- Public or semi-public
- Telecommunications

*Applicant acknowledges that the fees may surpass escrow deposit and will be responsible for all charges to escrow account. Additional fund requirements will be made in increments of \$500.