

SPECIAL LAND USE PERMIT APPLICATION

P.O. Box 2129 1651 Frankfort Hwy Frankfort, MI 49635
zoning.clt@gmail.com Ph: 231-352-9791 Fax: 231-352-6689

Forms, Zoning Ordinances and Zoning Maps may also be found at www.crystallaketwp.org

TO BE COMPLETED BY TOWNSHIP OFFICIAL:
SPECIAL LAND USE PERMIT #
Date Application Received:
Date Application Complete:
Date Notifications Mailed:
Date Public Hearing Posted:
Date of Public Hearing:
Date of Expiration:
This application is your receipt
Fee \$ Paid Yes / No
Escrow Amount \$ Posted: Yes / No
Name of Person Paying:
Check #
Inspection Completed / Date:

TO BE COMPLETED BY APPLICANT:

PARCEL NUMBER FOR PROPERTY / LAND
(See Tax Rolls for Parcel Number)

Property Owner(s):

Name:
Address:
City: State: Zip:
Phone: Cell:
Email:

Applicant:

Name:
Address:
City: State: Zip:
Phone: Cell:
Email:

Applicant's standing (interest) in the Special Land Use:

- Property owner
Adjacent property owner
Other affected individual. Explain:
Other. Explain:

ADDRESS OF PROPERTY / LAND (if known) OR LEGAL DESCRIPTION:

(If new construction, an address will not be known yet. An address is obtained after a zoning permit is issued.)

(attach sheets if necessary)(sheets attached)

SIZE OF PROPERTY / LAND

ZONING DISTRICT OF PROPERTY / LAND (see zoning ordinance)

DOES ZONING DISTRICT FOR PROPERTY / LAND ALLOW THIS SPECIAL USE? YES / NO (circle one)

If NO, then a Special Land Use Permit may not be able to be issued.
DO NOT COMPLETE THIS FORM. Please contact the Zoning Administrator for further information.

ACTION REQUESTED:

It is requested by the Applicant that the Crystal Lake Township Planning Commission approve the issuance of a Special Land Use Permit for the property / land described in the preceding for the purpose of:

_____ (attach sheets if necessary, ___ sheets attached)

STATEMENT OF JUSTIFICATION FOR REQUESTED ACTION

State specifically the reason for this Special Land Use Permit request: _____

_____ (attach sheets if necessary, ___ sheets attached)

ATTACH FOUR (4) COPIES OF A SITE PLAN, PLUS ONE COPY IN ELECTRONIC FORMAT (PDF)

A site plan and/or drawing of the property / land, drawn to scale, must be provided with this Application, showing the minimum information required by Ordinance Article XIV (14) in general and, in specific, Article XIV Part IV and Table 14.21.2.2. Sealed, engineering plans will be required prior to the actual permit being issued.

(___ sheets attached)

WRITTEN STATEMENTS OF CONCEPTUAL APPROVAL (See Ordinance Section 14.4.7):

1. Benzie-Leelenau Health Department.....(___ sheets attached)
2. Road Commission and/or MDOT and/or Federal DOT.....(___ sheets attached)
3. Soil Erosion and Stormwater Control.....(___ sheets attached)
3. Sheriff's Department or Police Department having jurisdiction.....(___ sheets attached)
4. Fire Department having jurisdiction.....(___ sheets attached)
5. School District.....(___ sheets attached)
6. Other _____.....(___ sheets attached)
7. Other _____.....(___ sheets attached)
8. Other _____.....(___ sheets attached)

WRITTEN STATEMENTS SHOWING PROPOSED COMPLIANCE WITH:

1. Impact Assessment Requirement (Ordinance Article 14.21.4).....(___ sheets attached)
2. Special Land Use Requirements (Ordinance Article 14.31.2).....(___ sheets attached)

ADDITIONAL INFORMATION REQUIRED:

On attached sheets, provide the information/answers to the following 18 requests for information. Please number your response to match the number of the request. Please note that a hearing on your application can not be scheduled until your application is complete. Failure to provide responses to all requests will cause your application to be considered incomplete and delay processing. The number of sheets attached is _____?

1. Attach or list all deed restrictions for the property in question.
2. Attach a list of names and address of all other persons, firms, or corporations having a legal or equitable interest in the property in question.
3. This area is ____ unplatted, ____ platted, _____ will be platted. If platted, what is the name of the plat?
4. What is the present use of the property?
5. Is the proposed use reasonable and designed to protect the health, safety and welfare of the adjacent property owners and the community?
6. Is the proposed use consistent with the intent and purpose of the zoning district?
7. Is the proposed use compatible with adjacent land uses?
8. A concise statement of all services to be offered to the public, if any.
9. A concise statement of all operations and uses that will be conducted on the land and proposed buildings.
10. Information concerning the intensity of use, including hours and times of operation and use, and the density of population that will occupy and use the land and proposed buildings.
11. Information on how music and/or other noise will be regulated or controlled.
12. Information on the type of use, legal seating and/or sleeping capacity, and the number of employees (during normal operation/use) of all buildings and structures.
13. Will security be needed for normal operations? If yes, provide information concerning who will provide, how it will be managed, operational rules/guidelines, notifications, etc.
14. Information concerning the requirements of the proposed special land use for public services and utilities, including the number of water service hook-ups, generation and disposal of solid and liquid waste, and the amount of fresh and potable water to be consumed.
15. Does the site lighting and/or exterior lighting on structures comply with the Illuminating Engineering Society's *Model Lighting Ordinance* Tables A through G for Zone LZ-1?
16. Information concerning the generation of traffic and traffic movements.
17. Information concerning the amount of soil, dirt, sand and/or gravel to excavated and removed from the site; or the amount and composition of all fill to be placed on the site.
18. Information concerning the changes to existing vegetative features, including proposed landscaping plans. Include information on future care and maintenance of proposed landscaping.

ANY OTHER STATEMENTS, EXHIBITS, DOCUMENTATION SUPPORTING YOUR REQUEST:

Applicant should consider these additional Ordinance Articles

1. Article XVI (16): SLUP Supplementary Use Regulations.....(____ sheets attached);
2. Article XIX (19): Signs.....(____ sheets attached);
3. Article XX (20): Parking.....(____ sheets attached);
4. Article XXI (21): Landscaping, Buffering and Screening.....(____ sheets attached);
5. Article XXII (22): Environmental Provisions.....(____ sheets attached);
6. Other _____...(____ sheets attached);
7. Other _____...(____ sheets attached)

WHAT ARE THE TOTAL NUMBER OF ATTACHED SHEETS: _____

List and describe them:

- 1. Zoning Map Detail.....Number of pages ____.
- 2. Action Requested.....Number of pages ____.
- 3. Justification.....Number of pages ____.
- 4. Site PlanNumber of pages ____.
- 5. Statements of Conceptual Approval.....Number of pages ____.
- 6. Statements of Compliance.....Number of pages ____.
- 7. Deed Restrictions.....Number of pages ____.
- 8. List of All Owners.....Number of pages ____.
- 10. Copies of Plats, if any.....Number of pages ____.
- 11. Additional Information Responses.....Number of pages ____.
- 12. Other Supporting Statements, Exhibits, etc.....Number of pages ____.
- 13. Other _____.....Number of pages ____.
- _____.....Number of pages ____.
- _____.....Number of pages _____. (add more lines if needed)

AFFIDAVIT: I agree the statements made above are true, and if found not to be true, any Special Land Use Permit that may have been issued may be void. Further I agree, any Special Land Use Permit that may be issued is with the understanding all applicable sections of the Crystal Lake Township Zoning Ordinance will be complied with. Also, I agree to notify the zoning administrator for Crystal Lake Township for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of Crystal Lake Township, the County and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand the Planning Commission may consult with an attorney, a professional engineer, planner and/or surveyor concerning compliance and such costs will be charged to me in addition to the permit fee. I understand the a COMPLETE APPLICATION and FEE must be submitted before a hearing will be scheduled and I may have to supply additional copies of attachments prior the hearing. Finally, I understand this is a Special Land Use 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: _____

Name Printed: _____

When completed send two (2) forms with original signatures and one (1) set of all attachments to:
 Crystal Lake Township
 Zoning Administrator
 1651 Frankfort Hwy. M-115
 P.O. Box 2129
 Frankfort, Michigan 49635