



Charter Township of Bangor
PLANNING COMMISSION
SPECIAL USE PERMIT APPLICATION

Date of Meeting _____

Property Owner Name: _____

Property Owner Address: _____

Telephone Number and Email: _____

Owner Signature: _____

Signature(s) of legal owner(s) required prior to processing

Applicant Name (if different than above): _____

Applicant Address: _____

(Include City, State, Zip)

Telephone Number and Email: _____

1. Parcel Address: _____

2. Parcel Location: On the _____ side of _____
(North, South, East, West) (Name of Street or Road)

Between _____ and _____
(Name of Street or Road) (Name of Street or Road)

3. Property Description: _____

(Insert tax number & **attach legal description**)

4. Property Dimensions: _____

(Frontage)

(Depth)

(Acreage)

(Insert dimensions to nearest foot/acreage to nearest tenth acre)

5. Present Zoning: _____

Present District(s)

6. Present Use of Property: _____

7. Proposed Special Exception Use: _____

(Insert Section number. Explain how property is to be developed.)

8. **REQUIRED Exhibit Materials:**

- Legal description is required with application

- A certified survey drawing of the subject parcel
- Vicinity Sketch
 - abutting road
 - crossroads
 - existing zoning of contiguous parcels
 - existing land use of contiguous parcels
- Detailed site plan that satisfies all requirements set forth in Section 18.02 and Section 17.02 of Zoning Ordinance. Site Plan must be prepared by a civil engineer, architect, landscape architect or other if registered in the State of Michigan as appropriate. Name, address, and phone number of other professionals shall be given on appropriate sheets of the plans.
 - a) Scale, north arrow, name of development, date plan drawn and date of revisions. The scale shall be not less than one (1) inch equals fifty (50) feet for property under three (3) acres and at least one (1) inch equals one hundred (100) feet for those parcels of three (3) acres or more.
 - b) A vicinity map; the property code; legal description of the property, including parcel boundary dimensions and area. Where a metes and bounds description is used, lot line angles or bearings shall be based upon a boundary survey prepared by a registered surveyor and shall correlate with the legal description.
 - c) Existing topography (minimum contour interval of two feet); existing natural features such as trees; wooded areas, streams, marshes, ponds and other wetlands; clear indication of all natural features to remain and to be removed. Groups of trees shall be shown on an approximate outline of the total canopy; individual deciduous trees of six (6) inch caliper or larger and individual evergreen trees eight (8) feet in height or higher, where not a part of a group of trees, shall be accurately located on the site plan.
 - d) Existing buildings, structures, and other improvements, including drives, utility poles and towers, easements, pipelines, excavations, ditches (elevations and drainage directions), bridges, culverts; clear indication of all improvements to remain and to be removed.
 - e) General description of deed restrictions, if any.
 - f) Owner, use, and zoning classification of adjacent properties; location and outline of buildings; drives, parking lots, and other improvements on adjacent properties within one hundred (100) feet of the property boundaries; curb cuts on sites on opposite sides of the road.
 - g) Existing public utilities on or serving the property including location and size of water lines and hydrants; location, size and inverts for sanitary sewer and storm sewer lines; location of manholes and catch basins; location and size of well, septic tanks and drain fields.
 - h) Name and right-of-way of existing streets, private roads and/or recorded easements on or adjacent to the property; surface type and width; spot elevations of street, private road or recorded easement surface, including elevations at intersections with streets and drives of the proposed development.
 - i) Zoning classification of the subject property; location of required yards; total ground floor area and lot coverage (percent). In the case of residential units, the plan shall note dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size and type of dwelling units.
 - j) Grading plan, showing finished contours at a minimum interval of two (2) feet, and correlated with existing contours so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at or before the property lines.

- k) Location and exterior dimensions of proposed buildings and structures with the location to be referenced to property lines or to a common base point; distances between buildings; height in feet and stories; finished floor elevations; contact grade elevations; and all required setbacks.
- l) Floor plans of principal buildings and architectural elevations of principal buildings, canopies, and structures, including rooftop mechanical equipment and method of screening. Architectural elevations shall be drawn to scale, showing the location and extent of all materials. Each material shall be identified as to type and color by drawing notes. All gateway structures, canopies and trash enclosures shall be indicated on the drawings.
- m) Location and alignment of all proposed streets and drives; right-of-ways where applicable, (with approval of the appropriate agency having jurisdiction,) location and typical details of curbs; turning lanes, with details (where applicable); location, width, surface elevations and grades of all entries and exits; curb radii.
- n) Location and dimensions of proposed parking lots; numbers of spaces in each lot; dimensions of spaces and aisles; drainage pattern of lots; typical cross-section showing surface, base and sub-base materials; angle of spaces.
- o) Location and size of proposed improvements of open space and recreation areas, and maintenance provisions for such areas.
- p) Location, width, and surface of proposed sidewalks and pedestrian ways.
- q) Location and type of proposed screens and fences; height, typical elevation and vertical section of screens, showing materials and dimensions.
- r) Location of proposed outdoor trash container enclosures; size, typical elevation, and vertical section of enclosures; showing materials and dimensions.
- s) Location, type, size, area, and height of existing and proposed signs.
- t) Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities; location and size of retention ponds and degree of slope of sides of ponds; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks, and drain fields where applicable. If on-site water and sewer facilities are to be used, evidence of the approvability of such facilities shall be submitted prior to Planning Commission approval of site plan.
- u) Landscape plan showing number location, type and size of plant materials along with a maintenance plan.
- v) Description of measures to be taken to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established.
- w) Location of proposed retaining walls; dimensions and materials of same, fill materials; typical vertical sections; restoration of adjacent properties, where applicable.
- x) Location, type, direction, and intensity of outside lighting.
- y) Right-of-way expansion where applicable; reservation or dedication of right-of-way to be clearly noted.
- z) Location of underground transport lines (For example, pipelines).
- aa) Where applicable there shall be room allocated on each lot or parcel for a septic field and an alternate field.

- bb) The number of employees of industrial facilities.
- cc) A full and adequate explanation of the anticipated future use of the land, whenever the proposed activity is temporary.
- dd) An impact statement consistent with the provisions of this Ordinance shall be submitted when the Planning Commission or Township Board deems it necessary and appropriate in its sole discretion in order for the Commission or Board to arrive at a determination with respect to the application. Similarly, the Planning Commission or Township Board may require traffic, engineering, environmental or other studies, assessments or investigations at the applicant's expense.
- ee) The site plans submittal information for a manufactured housing park shall be as described in the Mobile Home Commission Act.

Attach a sketch of the site drawn to scale and in detail sufficient to show the relationship of the following to the site boundaries:

- The location of all proposed structures, both principal and accessory, on the subject parcel.
- The location of all proposed drives, sidewalks, curb openings, parking areas, unloading areas and recreation areas.
- The location of proposed walls, fences, and landscaping.

- Elevation Drawings

Attach elevation drawings of all four sides of the proposed structure(s) and adequately note and describe:

-Construction materials

-Colors\color combinations

- Utility Plans

Attach utility drawing(s) showing the location of existing and proposed utilities including proposed connection to public sewer or water supply and location of fire hydrant.

9. ***As applicant for approval, I have read the above required site plan data required for review and understand each item listed shall be on the site plan unless the item is not applicable. I understand that myself or a representative of the application and site plan shall be present at the Planning Commission meeting.***

Applicant Signature: _____

Date: _____

FOR OFFICE USE ONLY

1. Newspaper Publications: _____
(name of newspaper in which notice was published)

(Publication date not less than 15 days prior to hearing)

2. Personal Notices: _____
(Date of 1st class mailing to owners/tenants within 300 ft and affidavit of mailing)
(Publication date not less than 15 days prior to hearing)

3. Utility Notices: _____
(Date of 1st class mailing to utility companies/railroads and affidavit of mailing)

4. Date of Special Exception Use Permit: _____

5. Date of Bangor Township Planning Commission decision: _____

- Approval
- Denial

- Conditional Approval
- Postponed

Conditions of Approval

(State conditions/attach and reference additional sheets if necessary)

Reasons for Denial

(State reasons/attach and reference additional sheets if necessary)

Tabled

(State reasons for postponement and reference additional sheets if necessary)

6. Date of Action for Reconsideration of Submittal (if applicable): _____

- Approval

- Conditional Approval

- Denial

Conditions of Approval

(State conditions/attach and reference additional sheets if necessary)

Reasons for Denial

(State reasons/attach and reference additional sheets if necessary)

7. Four (4) copies of Approved Site Plan given to Building Inspector: _____
(Insert Date)

Updated 2019