

NOTTAWA TOWNSHIP

P.O. BOX 68, CENTREVILLE, MI 49032

To: Nottawa Township Property Owner / Applicant

From: Brett Lutz
Nottawa Township Clerk
P.O. Box 68
Centreville, MI 49032

Re: Application

Please complete **all** sections of the application and provide the required supporting documents.

A non-refundable application fee of \$725.00 is required upon submission of the completed application. Payment is by check only. Please make your check payable to: Nottawa Township.

Applications that are incomplete, vague, and illegible or submitted without the required supporting documents may be returned for further clarification.

Respectfully,

Brett Lutz
Nottawa Township Clerk

NOTTAWA TOWNSHIP SPECIAL USE APPLICATION

Please answer all questions and include all attachments and fees, or this may be returned to you. Bring or mail to: **Nottawa Township Clerk, P.O. Box 68, Centreville, MI 49032.**

Approval of a Special Use Permit is required prior to any activity that is considered non-conforming and in violation of the Nottawa Township Zoning Ordinance section(s) requiring a Special Use Permit. In the box below, fill in where correspondence should be sent when the review is completed.

Name	Upon review you will be notified if further information is required prior to a public meeting. After review and recommendation by the Nottawa Township Planning Commission and action by the Nottawa Township Board you will receive notice of approval / disapproval by mail.
Address	
City, State & Zip	

1. LOCATION OF Parcel requiring permit:

Address: _____

Parcel Number: _____

Write here, or attach, a legal description of Parcel: _____

Current Zoning District: _____



2. PROPERTY OWNER Information:

Name: _____ Phone: (____) _____ - _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____



3. APPLICANT Information (if not the property owner):

Name: _____ Phone: (____) _____ - _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____



4. PROPOSAL: Describe or attach the use for which a permit is required:

Cite or attach applicable section(s) of zoning ordinance: _____



5. COMMERCIAL / INDUSTRIAL USE Information:

Has a market study been conducted? Y / N Number of parking spaces: _____

Outdoor lighting: Y / N List type and amount: _____

Access from which street: _____ Number of Employees: _____

Building square feet: _____ Cost of improvements: _____

Describe type and size of outdoor advertisement: _____

Describe landscaping / fencing for business: _____

Hours of operation: _____ Outdoor / Indoor sales or both: _____

Describe storage of finished goods and raw materials: _____

Describe here or attach proposed drainage plan: _____

6. RESIDENTIAL USE / MULTIPLE HOUSING Information:

Total acreage of parcel(s): _____ Total improvement acreage: _____
Total apartment buildings: _____ Total apartments per building: _____
Total rental units (cottages): _____ Total duplex units: _____
Total condominium units: _____ Type of condominium unit (building / land): _____
Access from which street: _____ Number of parking spaces: _____
Describe landscaping / fencing: _____
Describe type and size of outdoor advertisement: _____
Total cost of improvements: _____
Describe here or attach proposed drainage plan: _____



7. ATTACHMENTS (all attachments must be included). Letter each attachment as shown here.

- A. Proof of ownership or intent to purchase.
B. Map, drawn to scale, of the proposed site plan showing:
(1) current parcel boundaries, and
(2) site plan of the proposed improvement showing proposed building dimensions, and
(3) set-backs, and
(4) landscaping, and
(5) existing and proposed land contours including waterways and wetlands, and
(6) existing and proposed road/easement right-of-way(s), and
(7) easements for public utilities from each parcel to existing public utility facilities, and
(8) any existing improvements (buildings, wells, septic system, etc.).
C. A sewage or septic system plan for each new improvement.
D. A potable water plan for each new improvement.
E. Indication of approval, or permit from county road commission, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway.
F. Architectural drawings.
G. A application fee of \$300.00.
H. All other attachments requested or required by the Nottawa Township Zoning Ordinance.



8. AFFIDAVIT and permission for municipal, county and state officials to enter property for inspections:

I agree the statements made above are true, and if found not to be true, this application and any approval will be void. Further I agree to comply with the conditions and restrictions provided with this special use permit. Further, I agree to give permission for officials of the municipality, county and the State of Michigan to enter the property where this special use is proposed for purposes of inspection and assessment. Further, I understand this is only a special use permit which conveys only certain rights under the applicable Nottawa Township ordinance, and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights. Finally, even if this permit is approved, I understand zoning, local ordinances and state acts change from time to time, and if changed the decisions made here must comply with the new requirements (apply for permit approval again) unless improvements relating to the approved permit have been acted upon before the changes to laws are made.

Applicant Signature: _____ Date: _____
Property Owner's Signature: _____ Date: _____

FOR OFFICE USE ONLY / DO NOT WRITE BELOW THIS LINE



PARCEL NUMBER: _____ NAME: _____
APPLICATION RECEIVED DATE: _____ TOTAL:\$ _____ CHECK #: _____
NEWSPAPER PUBLICATION DATE: _____
NOTIFICATION OF PROPERTY OWNERS: ATTESTED BY CLERK: _____ DATE: _____
Reviewers action:
PLANNING COMMISSION: APPROVE: _____ DENY: _____ DATE OF ACTION: _____
PLANNING COMMISSION: _____
(SIGNATURE AND TITLE OF PLANNING COMMISSION REPRESENTATIVE)
TOWNSHIP BOARD: APPROVE: _____ DENY: _____ DATE OF ACTION: _____
TOWNSHIP BOARD: _____
(SIGNATURE AND TITLE OF TOWNSHIP BOARD REPRESENTATIVE)
CONDITIONS (List or Attach): _____

PROCEDURE FOR REVIEW OF SPECIAL USE PERMIT

1. Meet with Zoning Officer to determine if a Special Use Permit is required. Identify potential site problems with the non-conforming use. Receive necessary forms for application submission.
2. Submit **completed** application, with attachments where necessary or required, along with the application fee to the Township Clerk. The submitted application is then reviewed by the Township Clerk for accuracy and completeness. The application is then either returned for further clarification or a meeting date for review by the Planning Commission will be determined.
3. The Township Clerk (with assistance from the Zoning Officer) will then place advertisement of the proposed Special Use and Public Hearing date in the newspaper at least ten days prior to the hearing. The applicant and property owners located within 300 feet will also be noticed by mail of the upcoming Public Hearing by the Planning Commission.
4. During the Public Hearing held by the Planning Commission, the Special Use application will be reviewed by the board. Discussion by the board and input from all interested parties will be considered. The applicant should be present during the discussion to answer questions by the board.
5. Following the hearing at the same meeting, or later if necessary, the Planning Commission will take action on the Special Use Permit request. Their **recommendation** is for approval or denial by the Township Board. The Planning Commission may also state conditions to be met by the applicant as a part of their recommendation.
6. The application, attachments, minutes of the meeting and other pertinent information is then forwarded to the Township Board by the Planning Commission Chairman for action at the next scheduled Township Board meeting.
7. The Township Board acts upon the Special Use Permit request for approval, denial, or approval with time limitations or other stipulations. The applicant is then informed by the Township Clerk, in writing, of the Township Boards action and any limitations or stipulations that may apply.
8. The Township Board will review the Special Use Permit after one year or at any time necessary to ensure that compliance with the terms and conditions as applied for or determined necessary by the board are being met. Failure to comply may be considered as a breach of those terms and may result in additional action by the Township Board including additional conditions or revocation of the Special Use Permit.