

**APPLICATION  
FOR  
SPECIAL USE PERMIT**  
(Please print or type)

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

**Application Fee:** \$260.00

**Escrow Fee:** \$\_\_\_\_\_

**Note:** These fees must accompany a completed application (per Resolution # 2013-01)

**Performance Bond:** May also be applicable.

**PLEASE NOTE:** All questions must be answered completely. If additional space is needed, number and attach additional sheets. The total number of attached sheets is \_\_\_\_\_.

**I. Applicant Information:**

Applicant Name: \_\_\_\_\_ Day Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Day Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**II. Property Information:**

Property Address: \_\_\_\_\_

Parcel Number: 34-130- \_\_\_\_\_ -000- \_\_\_\_\_ - \_\_\_\_\_

Parcel Size in Acres: \_\_\_\_\_

Location: \_\_\_\_\_ at/near \_\_\_\_\_

(street or road)

(closest cross street or road)

Zone District: \_\_\_\_\_ (Obtain from Zoning Administrator)

Legal Description: \_\_\_\_\_

Present use of property: \_\_\_\_\_

Deed restrictions and easements (if no restrictions or easements, write "none"):

\_\_\_\_\_

\_\_\_\_\_

Names and addresses of all other persons, firms, or corporations having a legal or equitable interest in the land: \_\_\_\_\_

This area is \_\_\_\_\_ unplatted, \_\_\_\_\_ platted, \_\_\_\_\_ will be platted.

If platted, name of plat: \_\_\_\_\_

**APPLICATION FOR SPECIAL USE PERMIT**

(continued)

**III. Action Requested:**

It is hereby requested that the Otisco Township Planning Commission approve the issuance of a Special Use Permit on the property described in II. "Property Information" (above) for the purpose of (state proposed use of the property):

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A previous application for a Variance, Special Use Permit, or Rezoning of this land (has/has not) been made with respect to these premises in the last \_\_\_\_\_ years. If a previous appeal, rezoning, or special use permit application was made, state the date, nature of action requested, and the decision:

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

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

Decision (approved/denied): \_\_\_\_\_

**IV. Site Plan:**

The applicant must supply a Site Plan along with this application. The Site Plan must comply with Section 1.469 Site Plan Specifications (herewith) of the Otisco Township Zoning Ordinance. It is recommended that the Site Plan be based on a professional survey of the property and a copy of the survey be attached to the Site Plan.

Note: For some requests a copy of a survey may be used as the Site Plan. Consult with the Zoning Administrator for his determination. Sample Site Plans are available from the Zoning Administrator upon request.

**V. Other Useful Information:**

If the property in question is currently undeveloped; please assist the Planning Commission in finding the property, as well as the exact location of any proposed construction. Please complete the following at least seven (7) days prior to the scheduled public hearing:

- 1) Place an easily identifiable marker or placard; with the street address or last name of the applicant, at the proposed entrance to the property from the public road.
- 2) Place easily identifiable stakes outlining the area or 'footprint' of any proposed construction.
- 3) Place a stake at each property line to indicate the property line's relation to the above area or 'footprint' of the proposed new construction.

Note: If the Planning Commission members cannot properly identify the property and the location of any proposed construction, any decision could be delayed or the request denied on the basis of the same.

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(continued)

**VI. Statement in Support OF Request:**

Please justify your request for a Special use Permit above, by writing a brief narrative description addressing each of the following concerns:

- 1) An appropriate relationship, similarity and compatibility between the location and scale of the special use to the size and type of uses, structures and buildings currently existing in the immediate vicinity, and which collectively comprise the overall character of the area.
- 2) The special use shall be in harmony with the current Otisco Township Land Use Plan. This considers whether the location and size of the proposed use, the nature and intensity of the activities involved, the size of the site with respect to existing and future streets, parks and drainage systems will be in harmony with the Land Use Plan and the character of land use which is intended by the Land Use Plan for the area or district in question.
- 3) The special use shall not be environmentally objectionable to nearby properties by reason of noise, fumes, pollution, vibration, or lights to an extent which is more than would be the operations of any use permitted by right for that district wherein the special use is proposed.

**VII. Affidavit:**

By my signature below, I certify and affirm that I am the property owner or an authorized agent of the property owner. I also certify and affirm that the information submitted on this application, or submitted with it, is correct to the best of my knowledge. Upon approval of this application, I agree to abide by all applicable Otisco Township, Ionia County, and State of Michigan regulations and codes applicable to the request. I give permission to the Otisco Township Planning Commission and Otisco Township Officials to go onto the property and into any buildings for necessary inspections related to this request. I agree to pay Otisco Township's expenses for review of the application, and all information submitted with it, and any other expenses stated in the Resolution 4-10-2001 (copy available upon request).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Note: Time Limitation. If approved, the Special Use Permit shall expire if the special use has not begun within twelve (12) months from the date of approval and shall expire if the special use ceases to function for more than twelve (12) months.

**APPLICATION FOR SPECIAL USE PERMIT**

(continued)

**VIII. For Otisco Township Use Only:**

Date application received: \_\_\_\_\_

Date of Notice of Public Hearing publication: \_\_\_\_\_

Date of Public Hearing – Planning Commission meeting: \_\_\_\_\_

Date the Notice of Decision / Action was sent to applicant: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator / Township Official

\_\_\_\_\_  
Date