

SPECIAL LAND USE PERMIT APPLICATION

City of Grand Haven, 20 N. Fifth Street, Grand Haven, MI 49417

Phone: (616) 847-3490 Fax: (616) 844-2051 Website: www.grandhaven.org

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:30 p.m. at the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Planning Department located at 20 N. Fifth Street, Grand Haven, Michigan, 49417. Questions may be directed to Kristin Keery, City Planner, at 616.847.3490.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the City Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

Filing deadlines are established at **25 calendar days** prior to the Board meeting.

Filing deadline	Meeting Date
October 14, 2011	November 08, 2011
November 18, 2011	December 13, 2011
December 16, 2011	January 10, 2012
January 20, 2012	February 14, 2012
February 17, 2012	March 13, 2012
March 16, 2012	April 10, 2012
April 13, 2012	May 08, 2012
May 18, 2012	June 12, 2012
June 15, 2012	July 10, 2012
July 20, 2012	August 14, 2012
August 17, 2012	September 11, 2012
September 14, 2012	October 09, 2012
October 19, 2012	November 13, 2012
November 16, 2012	December 11, 2012



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SPECIAL LAND USE APPLICATION PROCESS (see Section 40-116.02 of the Grand Haven Zoning Ordinance)

Step 1 - Application for Special Land Use is filed: An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Once an application is deemed complete, a petitioner will be scheduled for a work session on the next available slot on the Planning Commission's agenda, which will be at least 26 days after submission of the application, but within forty-five (45) days of the submission of a complete application prepared in accordance with this Zoning Ordinance.

Step 2 - Staff Review: Submitted plans are sent to appropriate city departments for review. Comments are returned to the Planning Department prior to final review by the Planning department staff.

Step 3 - Work Session: The Zoning Administrator shall forward a copy of the complete application for the Special Use request to the Planning Commission. At such meeting, the Planning Commission may review the application and question the applicant about the Special Use. Prior to the public hearing, the Planning Commission shall not render any judgments on the application. If the Planning Commission concurs with the Zoning Administrator that the application is complete, a public hearing shall be scheduled.

Step 4 - Notice of Public Hearing: Notices are sent by the Planning Department to all property owners within 300 feet of the subject property not less than 15 days and not more than 45 days prior to the Planning Commission meeting at which the application will be considered.

Step 5 - Staff Review: The Planning Department will issue a review of the submitted plans and application and prepare a report for the Planning Commission. A copy of the report will be sent to the petitioner 3 days prior to the meeting.

Step 6 - Public Hearing at the Planning Commission: The Planning Commission meets to consider the application for a Special Land Use. The petitioner must be present at the Planning Commission meeting at which their application is considered.

A Special Land Use permit shall be valid for as long as the approved use continues in accordance with the terms and conditions of the approved permit. The Special Land Use permit will expire on the on the occurrence of one of the following conditions:

1. If replaced or superseded by a subsequent permitted use or Special Use permit.
2. If the applicant requests that rescinding of the Special Use permit.
3. If the use is abandoned, moved or vacated for a period of one year.



SPECIAL LAND USE APPLICATION PROCEDURES (See Section 40-116.02 of the Grand Haven Zoning Ordinance)

A Special Land Use application shall be submitted and processed according to the following procedures:

1. **Submission of Application.** Applications shall be submitted through the Zoning Administrator to the Planning Commission. Each application shall be accompanied by the payment of a fee and any applicant escrow payments as required by Section 40-117 and in accordance with the schedule of fees adopted by the City Council to cover the costs of processing the application. A Special Use application shall be placed on the agenda of the Planning Commission by the Zoning Administrator within forty-five (45) days of the submission of a complete application prepared in accordance with this Zoning Ordinance.
2. The application must be accompanied by the following supporting documentation:
 - Fourteen (14) copies of the complete application
 - Fourteen (14) copies of the plans including a site plan containing all the applicable data required by Section 40-115
 - A letter or signed narrative describing in detail the proposed special use and detailing why the location selected is appropriate.
 - Applicant's statement of the expected effect of the special use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns, and local traffic volumes.
 - Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be required by this ordinance, by the Zoning Administrator or the Planning Commission; including, but not limited to, measures which will be undertaken to control soil erosion, dune protection, view protection, shoreline protection, excessive noise, or adverse impacts of the development on the surrounding properties; elevations on all buildings, including accessory buildings; and, an environmental assessment.
 - A statement and other evidence or proof by the applicant of present and future compliance with the standards required for approval and any other standards imposed by the Zoning Ordinance effecting the Special Use under consideration.
 - Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing Special Use permit applications as provided in Section 40-116.03.
 - Required fee
3. The Planning Commission conducts site plan reviews during their regularly scheduled meeting on the second Tuesday of each month. The meeting begins at 7:30 p.m.
4. The petitioner must be present at the Planning Commission meeting in which their application is considered.



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1. Project Information

Address/location of property: _____
Name of Development: _____ Parcel #: _____
Current Use: _____ Proposed Use: _____
Area in Acres: _____ Zoning District: _____
Zoning of adjacent properties: _____

2. Contractor

Name: _____
Company: _____
Address #: _____

Phone #: _____
Fax #: _____

3. Property Owner

Name: _____
Address: _____

Phone #: _____
Fax #: _____

4. Required Attachments

- 14 copies of the site plan and building elevations
- 14 copies of the application
- Letter or signed narrative describing the proposed special use and detailing why the location selected is appropriate.
- Statement of expected effect of the Special Use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns and local traffic volumes
- Additional information which may be necessary (ie. soil erosion, dune protection, view protection, shoreline protection, excessive noise or adverse impact on surrounding properties).
- Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing a Special Land Use permit application as provided in Section 40-116.03.
- Required fee

5. Fee Schedule

Up to \$100,000:	\$150.00
\$100,000 to \$500,000:	\$225.00
\$500,001 to \$1,000,000:	\$325.00
\$1,000,000 & Up:	\$425.00

Estimate Project Cost: \$ _____

6. Details of the Nature of Work Proposed *(please identify materials and colors to be used)*



7. Buildings and Structures

Number of buildings on site: _____ Use of buildings: _____
Height of buildings & # of stories: _____ Height of rooftop mechanical equipment: _____

8. Floor Use and Area (in square feet)

Commercial Structures

Total floor area: _____
Open space (area & %): _____
Office space (area): _____
Retail space (area): _____
Industrial space (area): _____
Assembly space (area): _____
Seating capacity: _____
Maximum occupancy load: _____

Residential Structures

Total floor area: _____
Total # of units: _____
of 1 bedroom units: _____
of 2 bedroom units: _____
of 3 bedroom units: _____
Open space (area and %): _____
Rental or condominium?: _____
Maximum occupancy load: _____

9. Setbacks (see Article Four: District Regulations, Table 40-402.02, for setback requirements)

Required front yard: _____ Proposed front yard: _____
Required rear yard: _____ Proposed rear yard: _____
Required total side yard: _____ Proposed total side yard: _____

10. Parking (see Article Six: Parking, for zoning requirements)

Required # of spaces: _____ Proposed # of spaces: _____
Typical angle of spaces: _____ Size of spaces: _____
Location of parking on site: _____ Number of handicap spaces: _____
Shared parking agreement?: _____ Location and # of off-street spaces: _____
Number of employees: _____
Explanation of screening (including location and materials): _____

11. Loading (see Section 40.605.04 for loading space requirements)

Required # of spaces: _____ Proposed # of spaces: _____
Typical angle of space(s): _____ Size of space(s): _____
Location of loading space(s) on site: _____
Explanation of screening (including location and materials): _____

12. Site Lighting (see Section 40-317 for lighting requirements)

Building Lighting

of fixtures proposed: _____
Type of lighting proposed: _____
Height of fixtures: _____
Location of fixtures: _____

Parking Area Lighting

of fixtures proposed: _____
Type of lighting proposed: _____
Height of fixtures: _____
Location of fixtures: _____
Footcandles at property line: _____

13. Landscaping (see Article Eight: Landscaping, for zoning requirements)

Location of landscape areas: _____ Proposed landscape material: _____



14. Exterior Trash Receptacles (see Section 40-301.03 for Dumpster Enclosure requirements)

Location of receptacle: _____ Size of receptacle: _____
Screenwall material: _____ Height of screenwall: _____

15. Mechanical Equipment (see Sections 40-306.08(C) & 40-322 for zoning requirements)

Ground Mounted Mechanical Equipment

of units: _____
Size of units (LxWxH): _____
Location of units: _____
Screening: _____

Rooftop Mechanical Equipment

of units: _____
Type of rooftop units: _____
Size of units (LxWxH): _____
Location of units: _____
Screening: _____

16. Accessory Building (see Section 40-301 for standards for accessory buildings)

of accessory building(s): _____ Size of accessory building(s) (LxWxH): _____
Location of accessory building(s): _____

By signing below, permission is granted for city staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the City of Grand Haven Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.

Signature of Applicant: _____ Date: _____

Print Name: _____

Signature of Owner: _____ Date: _____

Print Name: _____

Office Use Only

Permit #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Approved by: _____

