

# WRIGHT TOWNSHIP

Ottawa County  
1565– Jackson Street, P.O. Box 255, Marne, Michigan 49435

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## SPECIAL USE PERMIT APPLICATION

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### Instructions

For an application to be considered complete, ALL information must be provided. If an item is not applicable to your petition, please mark that item N/A for “not applicable” and provide an explanation why it is not applicable.

Certain land uses are allowed in Wright Township only if the Planning Commission issues a special use permit. An applicant who wishes to receive a special use permit from the Planning Commission must use this form.

- **Review Body:** Planning Commission
- **Meeting Frequency:** Third Monday of every month
- **Application Deadline:** Forty-five (45) calendar days prior to the third Monday meeting at which you desire your application to be considered.
- **Township Office Review:** Following review by township personnel, if any required materials are deemed missing the applicant will be notified and must provide said material, which must result in a complete application prior to the required publication deadline for said meeting for consideration.
- **Complete Application Required:** A complete application is required in accordance with Chapter 19 – Special Land Uses of the Wright Township Zoning Ordinance. All complete applications will be scheduled for a public hearing. Incomplete applications will be reviewed as a preliminary site plan only pursuant to Chapter 18 – Site Plan Review and will not be scheduled for a public hearing until concluded appropriate by the Planning Commission.

**DO NOT DISCARD THIS PAGE**  
**YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION**

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For Office Use Only

Application #: \_\_\_\_\_

Date(s) Advertised: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Escrow: \_\_\_\_\_

Action Taken: \_\_\_\_\_

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Ottawa County

1565 – Jackson Street, P.O. Box 255, Marne, Michigan 49435

Phone 616-677-3048 Fax 616-677-3046

## SPECIAL USE PERMIT APPLICATION

APPLICATION FEE: \$200.00 + SITE PLAN FEE: \$50.00 & ESCROW FEE: \$1,000.00\*

(\*Applicant is responsible for additional engineering, attorney, planning consultant fees, etcetera. The unused balance will be refunded to the applicant. Any amount over the escrow fee will be billed to the applicant. If a special use application is required in conjunction with another application, only one escrow fee will be required.)

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Acreage of Subject Property: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Parcel Number\*\*: \_\_\_\_\_ Zoning District: \_\_\_\_\_

\*\*Attach legal description of property

List the name, address, phone number and interest of every person who has a legal or an equitable interest in any property included in the special use permit application.

\_\_\_\_\_  
\_\_\_\_\_

What is the special land use requested? \_\_\_\_\_

Provide a detailed site plan of the property meeting the requirements of Chapter 18 (see following pages).

^By signing this application I acknowledge that I am the legal owner, petitioner or agent and that I have the authority to apply and that I provide consent for township officials to access the property to accurately evaluate the request. If requested to do so, I will place stakes to indicate boundaries, building locations, etcetera.

\_\_\_\_\_  
^Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
^Signature of Owner

\_\_\_\_\_  
Date

**Sec. 1803. PRELIMINARY SITE PLAN REVIEW**

- a) If desired by the applicant, a preliminary site plan may be submitted to the Planning Commission. The purpose of this procedure is to allow discussion between the applicant and the Planning Commission, to better inform the applicant of the acceptability of the project before significant engineering efforts are incurred which might be necessary for final site plan approval.

If a preliminary site plan review is desired, refer to Sec. 1803 of the Wright Township Zoning Ordinance in its entirety and contact the township office to arrange for the related site plan submission.

**Sec. 1804. FINAL SITE PLAN REVIEW**

- a) If desired by the applicant, a final site plan may be submitted for review without first receiving preliminary site plan approval. Application for final site plan review shall be made in accordance with the application procedures of this section and shall be reviewed in accordance with the same procedures for preliminary site plans.
- b) Final site plans shall be drawn at a scale of not more than one inch to 100 feet and shall contain the following information unless specifically waived by the Planning Commission:
  - 1) The date on which the site plan was prepared.
  - 2) The name, address and professional seal of the architect, landscape architect, engineer or professional surveyor who prepared the plan.
  - 3) A north arrow and legal description based upon the most current survey.
  - 4) Property lines, dimensions, and building setback distances and all structures, lot lines and wetlands within 100 feet of the site.
  - 5) Existing and proposed topographic elevations at two-foot intervals on the site and to a distance of 50 feet outside the boundary lines of the site.
  - 6) Direction of storm water drainage and how storm water runoff will be handled as well as a statement describing where storm water will be ultimately discharged such as a creek, stream, lake or wetland.
  - 7) Location of existing and proposed buildings, their intended use, the length, width and height of each building, and the square footage of each building.
  - 8) Location of abutting streets, rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and driveways

within 100 feet on either side of the site. Also driveway width, curb radii and design of proposed deceleration lanes.

- 9) Location and size of all water and sanitary sewer lines and storm drainage lines as well as fire hydrants and catch basins, and location of septic tanks and drainfields, and utility easements.
- 10) Location and type of all sidewalks, bike paths, and other walkways.
- 11) Location, type and size of any walls, fences or other screening devices.
- 12) Location of all proposed landscape materials, including size and type of plantings.
- 13) Location, size and height of all proposed accessory structures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices, and methods of screening, signs, and existing and proposed utility poles. Rooftop or outdoor equipment shall also be indicated, including proposed methods of screening where appropriate.
- 14) Proposed parking areas and access drives showing the number and size of spaces and aisles, loading areas, handicapped access ramps, and the method of surfacing such areas.
- 15) Exterior lighting showing areas of illumination and type of fixtures as well as the method of shielding lights from adjacent properties and roadways.
- 16) Location and type of significant existing vegetation, water courses, and water bodies including county drains and manmade surface drainage ways, floodplains, and wetlands. Vegetation that is to be retained on the site must be illustrated.
- 17) Location of existing and proposed slopes that are 20 percent or greater.
- 18) Zoning and land use on adjacent properties.
- 19) Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Ordinance or by state or federal agencies.
- 20) The Planning Commission may request architectural elevation drawings of a building and cross-section drawings of the site.
- 21) Small-scale sketch of properties, streets and zoned uses of land within one-half (1/2) mile of the site.

SPCLUSE

The following Zoning Ordinance sections may apply to the proposed use. Please contact the township office or the Planner for section copies or a copy of the Zoning Ordinance in its entirety.

- SEC. 1004.7 – GREENBELT (COMMUNITY COMMERCIAL ZONING DISTRICT)
- SEC. 1004.8 – STRUCTURE FAÇADE (COMMUNITY COMMERCIAL ZONING DISTRICT)
- SEC. 1106 – DESIGN STANDARDS (VILLAGE DISTRICT ZONE)
- SEC. 1205 – SITE DEVELOPMENT STANDARDS (INDUSTRIAL ZONING DISTRICT)
- CHAPTER 20 – LANDSCAPING
- CHAPTER 21 – OFF STREET PARKING
- CHAPTER 22 – SIGNS