

JAMESTOWN CHARTER TOWNSHIP

Ottawa County

2380 – Riley Street, Hudsonville, Michigan 49426

SPECIAL USE PERMIT APPLICATION

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 Jamestown Charter 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 Tuesday of every month
- **Application Deadline:** Fifty-five (55) calendar days prior to the third Tuesday 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.
- **Initial Submission Requirements:** One (1) electronic copy and Four (4) copies folded to a size no larger than 11” x 14”. No rolled plans shall be accepted.
- **Final Plan Submission Requirements:** Twelve (12) copies of all final plan materials for distribution to the Review Body are required to be folded to a size no larger than 11” x 14” and shall be clipped or otherwise secured in twelve (12) equal groups. No rolled plans shall be accepted.
- **Special Meeting Requests:** the fee for a Special Meeting shall be double the application fee. Special meetings are not guaranteed and depend upon membership availability.

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

For office use

Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____

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APPLICATION FEE: \$700.00

(Subject to additional fees as determined by the Township for Engineering, Attorney, Planning Consultant, Publishing fees, etc.)

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Email/Fax: _____

Address of Subject Property: _____

Parcel Number: _____

Zoning District: _____

List the name, address 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 17. (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.

**Signature of Applicant

Date

SECTION 18.2A – Application Procedure

2. Provide a statement indicating the sections of the zoning ordinance under which the special use is sought and the grounds on which it is requested.

SECTION 17.1B – Application Procedure

- e. Project description, including as applicable, the number and size of structures and dwelling units, number of parking spaces, estimated number of employees, and other unique or descriptive features of the site or development

SECTION 17.1C – Site Plan Content

Unless specifically waived by the Zoning Administrator in consultation with the Planning Commission, each site plan submitted for review under this section shall be drawn at a minimum scale of 1"=200 and shall contain the following information:

1. Name of development and general location sketch showing major thoroughfares and site location.
2. Name, address and phone number of site owner(s), developer and site designer, including the professional seal of the designer if the use is to be available for use by or open to the public.
3. North arrow, scale, and date of original drawing and any revisions.
4. The area of the site in square feet and acres, excluding all existing and proposed rights-of-way. Property lines, dimensions, and building setback distances and dimensions of all structures and lot lines within one hundred (100) feet of the site shall also be indicated. If the parcel is a part of a larger parcel, boundaries of the total land holding should be shown.
5. Existing zoning of the site and all adjacent properties.
6. Existing and proposed topographic elevations at intervals on the site and to a distance of ten (10) feet outside the boundary lines of the site. Ground elevations of all existing buildings, drives and parking lots, and any unusual surface conditions.
7. Direction of existing storm and water drainage and indication as to how storm water runoff will be handled.
8. Location of existing and proposed buildings; their intended use; the length, width and height of each building; and the square footage of each building.

9. Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and all other nearby driveways. The centerline of road rights-of-way.
10. Location and size of all existing and proposed water and sanitary sewer lines, storm drainage lines, wells, fire hydrants, catch basins, septic tanks and drain fields and utility easements.
11. Proposed parking areas and access drives, showing the number and size of spaces, aisles, loading areas, and handicapped access ramps. Note the method of surfacing.
12. Location of all sidewalks, bike paths, and other pathways.
13. Location and size of walls, fences, greenbelts, or other screening provisions.
14. Landscape plan indicating type and size of all plant material, including all areas to be sod or seeded for grass.
15. Location and type of significant existing vegetation, water courses, and water bodies including county drains and manmade surface drainage ways, floodplains, and wetlands.
16. Building floor plans and architectural wall elevations. The height of all buildings or structures.
17. Location of all proposed accessory structures, including outdoor lighting fixtures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices, signs, and existing and proposed utility poles.
18. Location of all outdoor storage areas for materials and the manner in which materials are to be screened or covered.
19. If phased construction is to be used, each phase must be noted.
20. Notation of any variances or special use permits which are required, any non-conforming uses or structures, and any State or Federal permits which have been secured or may be necessary to secure.
21. Screening of all refuse containers as provided in Section 3.34.
22. The applicant shall demonstrate compliance with all MDEQ requirements.

The following Zoning Ordinance sections may apply to the proposed use. Please see the Planner for section copies or the Zoning Ordinance.

- **SECTION 3.20 – ARTERIAL SETBACK REQUIREMENTS**
- **SECTION 3.24 – BICYCLE PATHS (ALSO NON-MOTORIZED PATHWAYS)**
- **SECTION 3.34 – SCREENING OF REFUSE CONTAINERS**
- **CHAPTER 15 – 32ND AVENUE/M-6 CORRIDOR OVERLAY ZONE**
- **CHAPTER 21 – OFF-STREET PARKING AND LOADING**
- **CHAPTER 24 – SIGNS**
- **CHAPTER 25 – ACCESS MANAGEMENT REGULATIONS**
- **CHAPTER 26 – LANDSCAPE STANDARDS**