

SPECIAL LAND USE PERMIT/SITE PLAN APPLICATION

Applicant – Please check one of the following:	
<input type="checkbox"/>	Preliminary Site Plan Review
<input type="checkbox"/>	Final Site Plan Review
<input type="checkbox"/>	Special Use Permit*
* includes Preliminary Site Plan Review	

VEVAY TOWNSHIP USE ONLY	
Application Received:	_____
Parcel #	_____
Fee (non-refundable):	_____
Receipt #	_____

Applicant’s Name/Organization _____ Address _____ Phone Number _____
 Email _____

A. PROPERTY INFORMATION (attach additional pages as necessary):

1. Property description _____
2. Address of property _____
3. Existing zoning of property in question _____
4. Proposed use of new construction: (if applicable) _____

B. PLOT PLAN REQUIREMENTS (attach additional pages as necessary):

1. Existing zone boundaries _____
2. Lot dimensions _____
3. Location of proposed and existing structures on adjacent site(s) _____
4. Proposed setbacks and yards _____
5. Street rights-of-way, widths and street names _____
6. Location, size, and number of off-street parking spaces (if applicable) _____

C. OTHER INFORMATION as may be required by provisions of the zoning ordinance. Additional information attached and made a part of this application is as follows:

D. AFFIDAVIT: The undersigned affirms that they are the **owner** and statements and information are in all respects true, to the best of their knowledge, and correct.

Signed _____ Date _____

Address _____ Phone number _____

E-mail: _____

Note: *The standards on which this permit is issued must be maintained to insure compliance.*

E. ZONING ORDINANCE SECTION 16.02 APPLICATION AND REVIEW PROCEDURES

An application for permission to establish a Special Land Use shall be submitted in accordance with the following procedures:

1. Applications for a Special Land Use shall be submitted to the Planning Commission through the Zoning Administrator. The Zoning Administrator will review the application for completeness, then transmit it to the Planning Commission. Applications not meeting the requirements shall be returned to the applicant for completion.
2. An application for a Special Land Use shall consist of the following:
 - a. Twelve (12) copies of a Site Plan meeting the requirements of Chapter 14.
 - b. A completed Township application form.
 - c. Payment of a fee, in accordance with a fee schedule, as determined by the Township Board from time to time; to be paid when the application is determined complete and accepted by the Zoning Administrator.
 - d. A legal description of the entire property that is the subject of the Special Land Use.
 - e. A statement with regard to compliance with the criteria required for approval in Section 16.03.A.1-6, and other specific criteria imposed by this Ordinance affecting the Special Land Use under consideration.
 - f. Other materials as may be required by the Planning Commission or Township Board.

PUBLIC HEARING (Zoning Ordinance Section 16.02(B)).

1. Upon receipt of an application for a special land use permit, the Planning Commission shall schedule a public hearing for the purpose of receiving comments relative to the special land use application.
2. Notice of the hearing shall be published in a newspaper of general circulation in the Township not less than fifteen (15) days before the date of the hearing. Notice shall also be given to the owners of property that is the subject of the request and to all persons to whom real property is assessed within three hundred (300) feet of the property that is the subject of the request, and to the occupants of all structures within 300 feet of the subject property, regardless of whether such occupants are located in the Township. Notification need not be given to more than one occupant of the structure, except that, if a structure contains more than one dwelling unit or spatial area owned or leased by different persons, one occupant of each unit or spatial area shall be given notice. If a single structure contains more than four dwelling units or other distinct spatial areas owned or leased by different persons, notice may be given to the manager or owner of the structure, who shall be requested to post the notice at the primary entrance to the structure. A copy of the notice shall also be provided to the Township Clerk. The notice shall do all of the following:
 - a. Describe the nature and location of the request;
 - b. Indicate the property that is the subject of the request. The notice shall include a list of existing street addresses within the property. Street addresses do not need to be created and listed, if no such addresses currently exist within the property, and if there are no street addresses other means of identification may be used;
 - c. State when and where the request will be considered;
 - d. Indicate when and where written comments will be received concerning the request;
 - e. State when and where the zoning ordinance request and pertinent material may be examined.
3. The application for a special land use permit shall be submitted at least thirty (30) days prior to the next regular Planning Commission meeting at which it will be considered.
4. The Planning Commission shall submit its recommendation following the public hearing to the Township Board for final approval.
5. Upon the approval or approval with conditions by the Township Board, the applicant may apply for a building permit. When the conditions of approval require a revised site plan, it must be submitted and approved prior to the acceptance of a building permit application.
6. If denied by the Township Board, the reasons for such denial shall be stated in the minutes of the Township Board meeting, and the applicant shall be provided a copy or a written explanation. Special land use decisions shall not be appealable to the Zoning Board of Appeals.

F. ZONING ORDINANCE SECTION 16.03 BASIS OF DETERMINATION

Prior to approval of a Special Land Use application, the Township Board shall ensure that the standards specified in this Section, as well as applicable standards established elsewhere in this Ordinance, shall be satisfied by the completion and operation of the Special Land Use under consideration.

The Township Board shall review the particular circumstances of the application under consideration in terms of the following standards, and shall approve a Special Land Use only upon a finding of compliance with each of the following standards, as well as applicable standards established elsewhere in this Ordinance:

1. The Special Land Use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area.
2. The Special Land Use shall not change the essential character of the surrounding area.
3. The Special Land Use shall not be hazardous to adjacent property, or involve uses, activities, materials or equipment which will be detrimental to the health, safety or welfare of persons or property through the creation of hazardous or potentially hazardous situations or the excessive production of traffic, noise, odor, smoke, dust, fumes, glare or site drainage.
4. The Special Land Use shall not place demands on public services and facilities in excess of current capacity.
5. The Special Land Use shall be in general agreement with the Township Master Plan.
6. The Special Land Use shall comply with all site plan review standards.

G. OFFICIAL ACTION

Planning Commission

Date Received	Type of Action	Date of Public Hearing
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John Lazet, Secretary

Vevay Township Board

Date Received	Type of Action	
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JoAnne Kean, Township Clerk