



# SPECIAL LAND USE PERMIT APPLICATION

Vevay Township  
517.676.9523

780 Eden Road Mason, MI 48854  
[supervisor@vevaytownship.org](mailto:supervisor@vevaytownship.org)

[www.vevaytownship.org](http://www.vevaytownship.org)

PERMIT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

## SLU permit requested for:

Parcel Number 33-10-10-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PLEASE INDICATE BY CHECK MARK** that each item has been enclosed with the application.

- Application**
- Site Plan** (see sec. 14.03 & 16.03)
- Required information & documents** (sec. 16.02)
- Soil Erosion Permit/Waiver** (if applicable)

Vevay Township Use	
--------------------	--

Ingham Co. Drain Commission: (517)-676-8395

**Payment**

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Applicant email \_\_\_\_\_

Applicant address \_\_\_\_\_

## Property Information

1. Property description \_\_\_\_\_
2. Address of Property \_\_\_\_\_
3. Existing zoning of property \_\_\_\_\_
4. Proposed use of new construction (if applicable) \_\_\_\_\_

## Other Information

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

---



---



---



---



**Fee \$** \_\_\_\_\_

(\$250.00 for a Home Occupation, \$500.00 for all other SLU Permits)

**Receipt #** \_\_\_\_\_

**THIS FEE IS NON-REFUNDABLE**

Based off 2-3-22 Revision.

## ZONING ORDINANCE SECTIONS

### **SECTION 14.03 SITE PLAN REVIEW REQUIREMENTS**

#### **A. Optional Preliminary Review of Site Plan.**

Twelve (12) copies of a site plan may be submitted by the applicant for review by the Zoning Administrator or person designated by the Township Board prior to final submission of the site plan. The purpose of this optional procedure is to allow discussion between the applicant and the Zoning Administrator or person designated by the Township Board, to better inform the applicant of the acceptability of the proposed plans prior to incurring extensive engineering and other costs which might be necessary for final site plan approval.

1. The preliminary review shall include the information as listed within subsection C, below, unless deemed unnecessary by the Zoning Administrator or person designated by the Township Board. Site plans shall be at a scale not to exceed 1 inch equals 100 feet (1" = 100').
2. The Zoning Administrator or person designated by the Township Board shall review the site plan and make any recommendations to the applicant in the context of the standards required by this Ordinance. The Zoning Administrator or person designated by the Township Board shall advise the applicant as to the general acceptability of the proposed site plan, but shall not be bound by any statements or indications of acceptance of the site plan.

#### **B. Final Review of Site Plan**

1. Twelve (12) copies of a site plan prepared by a professional engineer, architect, or land surveyor may be submitted without first receiving a preliminary review. Site plans shall be at a scale not less than one inch equals twenty feet (1"=20') for property under three (3) acres and at least one inch equals one hundred feet (1"=100') for those three (3) acres or more.
2. A site plan shall include the information as listed within subsection C.

#### **C. Required Site Plan Submission Requirements**

<b>Site Plan Requirements</b>
A site plan for a home occupation may be prepared by the property owner. All other site plans shall contain the seal, name, and firm address of the professional individual responsible for the preparation of the site plan.
A general location sketch showing at minimum, properties, streets and use of land within 1/2 mile of the area.
Legal description of the subject property and parcel identification number.
The date, north arrow, and scale.
Name and address of the property owner or petitioner.
Existing zoning and use of all properties abutting the subject property.
All buildings, parking, driveways, roads, streets, railroads, and access easements within 100 feet of the subject property.
The overall objectives of the proposed development.
Size (in acres) of the subject property and approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public streets and drives, and open space.
Dwelling unit densities by type, if applicable.
Location of existing and proposed utilities, including any proposed connections to public or private sewer and water supply systems.
Existing and proposed method of providing storm water storage and drainage.
Property lines with dimensions, and required setbacks shown and dimensioned.
All existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, curbing, parking areas (including the dimensions of a typical parking space and the total number of parking spaces to be provided (pursuant to Section 15.01), fire lanes, and unloading areas (pursuant to Section 15.02).
Required buffer strips or screening.
Significant natural features; and other natural characteristics, including but not limited to open space, wetlands, stands of trees, brooks, ponds, floodplains, hills, slopes of over 15%, and similar natural assets or hazards.
Any sign not attached to the building(s).
General topographical features at contour intervals no greater than 5 feet.
Existing and proposed uses, and dimensions of all existing and proposed structures on the subject property.
Location of all solid waste disposal facilities, including recycling, and required screening (pursuant to Section 15.05).
Location and specifications for existing or proposed outside, above or below ground storage areas, including storage facilities for hazardous materials.
All existing vegetation and the location, type, and size of all required landscaping, and the location, height and type of existing and required fences and walls.
Recreation areas, common use areas, and areas to be conveyed for public use and purpose.
Exterior lighting showing area of illumination and indicating the type and height of fixture to be used (pursuant to Section 15.04).
Elevation drawings of proposed buildings.

(Ord. 68.45, 11-15-17)

#### D. Additional Information

1. The Planning Commission, prior to granting approval of a site plan, may request from the applicant any additional graphics or written materials, prepared by a qualified person or person(s) to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to, aerial photography, photographs, impacts on significant natural features and drainage, soil tests and other pertinent information.
2. The Planning Commission or Township Board may require a Traffic Impact Assessment or Traffic Impact Study pursuant to Institute for Transportation Engineers standards as part of final site plan review. The level of detail required for either a Traffic Impact Assessment or Study is based upon the expected amount of traffic to be generated by the proposed use, as noted below.
  - a. Traffic Impact Assessment: A traffic impact assessment shall be required for projects expected to generate either between 50 - 99 direction trips during the peak hour or 500 - 750 directional trips during a typical day. The assessment shall evaluate current and future inbound and outbound traffic operations at site access points and shall include proposed access design and other mitigation measures that will positively affect traffic operations at these points.
  - b. Traffic Impact Study: A traffic impact study shall be required for projects expected to generate either 100 or more directional trips in the peak hour or over 750 trips on an average day. The study shall evaluate pedestrian access, circulation and safety, and current, background and future traffic operations at site access points and major signalized or non-signalized intersections in proximity to the site. The study must also include proposed access design and other mitigation measures that will positively affect traffic operations at the site and nearby intersections. The study must take into account the Master Plan in analyzing future traffic developments.

#### **SECTION 16.02 APPLICATION AND REVIEW PROCEDURES**

- A. 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.1-5, 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.

## B. Public Hearing

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.

*(Ord. 68.02, 5-4-09)*

### **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.

- A. 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.
- B. The Township Board may impose conditions with the approval of a Special Land Use that are necessary to ensure compliance with the standards for approval stated in this Section and any other applicable standards contained in this Ordinance. Such conditions shall be considered an integral part of the Special Land Use permit and shall be enforced by the Zoning Administrator.
- C. The Township Board may require a performance bond to be posted by the applicant or by some other reasonable surety to ensure that the special land use complies with the conditions of approval.
- D. If, after the establishment, the Special Land Use is found in noncompliance with the approval granted by the Township Board, the noncompliance shall be corrected in sixty (60) days to eliminate any problems as determined by the Township Board. If infractions are not corrected within the sixty (60) days, the provisions of Section 16.05 shall be initiated.



## SITE PLAN

Vevay Township  
517.676.9523

780 Eden Road Mason, MI 48854  
[supervisor@vevaytownship.org](mailto:supervisor@vevaytownship.org)

[www.vevaytownship.org](http://www.vevaytownship.org)

Lot owner \_\_\_\_\_

Lot address \_\_\_\_\_

Parcel Number 33-10-10-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

1. Draw lot lines (show dimensions in feet)
2. Label streets
3. Draw existing structures and driveways with dimensions.
4. Draw proposed construction and any proposed driveways with dimensions.
5. Show distance from all sides of buildings to property lines in feet.
6. Draw location of septic field and well.
7. Draw lakes, streams, and wetlands on your property.
8. Contractor/owner will stake 2 adjacent lot lines for the first inspection.
9. Contractor/owner will stake proposed building location for first inspection.
10. Contractor/owner will stake proposed building location and clearly identify lot lines for first inspection.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE