

Application for Special Land Use REVIEW APPLICATION

Filing Fee: \$450.00

** Must be submitted 30 days prior to a scheduled meeting. **

Montrose Township

11444 N. Saginaw St.

Montrose, MI 48457

1-810-639-2021

Name of Applicant: _____

Applicants Address: _____

Phone # _____ Email for Notifications: _____

Address of Property to be Developed/Occupied: _____

Name of Proposed Development: _____

Name and address of every other person, firm, or corporation having legal equitable interest in the property: (Attach additional sheets if necessary)

Name: _____ Address: _____

Name: _____ Address: _____

General Location of Property: _____
(Nearest Crossroads or Intersections)

Legal Description: (Attach legal if necessary) _____

Current Zoning: _____ Parcel(s) PID #: _____

Parcel Size: (Road Frontage) _____ (Lot Depth) _____ (Acreage) _____

Proposed Use of Property: _____

Section of Ordinance Special Land Use is Listed: _____

Proposed or Type of Construction: _____

Total Cost of Development: _____ Construction Time: _____

I (we) the undersigned, do hereby respectfully make application and petition for a special land use under the provisions of the Ordinances of the Township of Montrose and in support of the application the information as required by Article 16 of the Zoning Ordinance and the attached checklist has been provided. I (we) also hereby agree that I (we) are the legal owner/owner's or do legally represent the owner/owners of the subject parcel(s) and certify that the Code Official and or Planning Commission members have the authority to enter the area covered by such application at any reasonable hour during the day to review said application.

Signature _____ Date _____

Signature _____ Date _____

(For Township Use Only)	
Application Number: _____	Received By: _____
Date Received: _____	Newspaper Publication Date: _____
Meeting Date: _____	Letter Notification Sent: _____
Application Fee Paid: _____	Planning Commission Action: _____

Instructions for
Special Land Use Approvals

Montrose Township

11444 N. Seymour Rd.

Montrose, MI 48457

1-810-639-2021

NOTICE TO APPLICANT:

Regular meetings of the Montrose Planning Commission are normally held on the first Thursday of each month at 6:00 PM at the Township Hall. In order to prevent any unnecessary delays in processing of your application the petitioner/developer shall submit a complete site plan to the Townships Building Department so that the site plan can be reviewed interdepartmentally and any revisions, corrections, or other information that may be necessary can be corrected and/or made available by the applicant. This does not necessarily mean that upon review by the Planning Commission or Planning Consultant that further pertinent information will not be requested. Please visit the Township's Web Site at www.montrosetownship.org to confirm all meeting times and dates.

INSTRUCTIONS:

- A. Applicant shall submit ten (10) copies of the application and ten (10) copies of the site plan to the Townships Building Department.
- B. Applicant shall submit all appropriate application fees to the Township Treasurer.
- C. Plans shall be prepared by a licensed professional architect, engineer, land surveyor, or community planner. The plans shall have the signature and seal of the licensed professional affixed thereon. The requirements may be modified as per the Zoning Ordinance as allowed for an Administrative Review by the Building Official only after it is determined that the scope of the project does not warrant such services.
- D. Drawings shall be to the scale of not less than one (1) inch equals (50) fifty feet if the property is less than three (3) acres, or not less than one (1) inch equals (100) one-hundred feet if (3) three acres or more.
- E. All plans submitted for review must provide the information per the attached and must comply with the procedures set forth in the Zoning Ordinances and/or any other State laws or statutes.

Montrose Township

INFORMATION REQUIRED FOR ALL SPECIAL LAND USE APPROVALS

- 1 Title, Date, North Arrow and scale. (3 acres or less 1" = 50 ft., 3 acres or more 1"= 100 ft.)
- 2 All lot and/or property lines are to be shown and dimensioned. All required and proposed setbacks shall be showed.
- 3 The location and height of all existing and proposed structures on and within 100' feet of the subject property.
- 4 The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, parking areas (show dimensions of a typical parking space), unloading areas, and recreation areas.
- 5 The location and the pavement and the right-of-way width of all abutting roads and streets, and alleys. The location of all recorded easements and proposed easements.
- 6 The name, firm address, phone number and professional seal of the person responsible for preparation of the site plan.
- 7 The name, address and telephone number of the property owner or petitioner.
- 8 The location of all rubbish receptacles and landscaping and the location, height, and type of fences and walls.
- 9 Size and location of existing and proposed utilities including proposed connections to public sewer or water supply systems.
- 10 Location of all fire hydrants, if applicable.
- 11 A summary schedule should be affixed, if applicable, which gives the following data:
 - a. The number of dwelling units proposed, to include the number, size, and the location of one-bedroom units, two-bedroom units, etc.
 - b. The residential area of the site in acres and in square feet, including the breakdowns for any sub areas or staging areas (excluding all existing right-of-ways).
- 12 Size and location of all surface drainage facilities. (Approval from the Genesee County Drain Commission Required)
- 13 Existing and proposed topography with contours at 2' feet intervals, as may be required by the Township Engineer.
- 14 The location of all recorded and proposed utility and other easements.
- 15 Clusters of trees, as well as existing individual trees over twenty-four(24) inches in diameter.
- 16 Existing wetlands.
- 17 Floodplains, drainage courses, lakes, ponds, drains, rivers, and streams, including their water surface elevation, floodplain elevation, and normal high water elevation.
- 18 List of soil on the site utilizing the Soil Conservation Service's most recent "Soil Survey of Genesee County".
- 19 Proposed sign locations.
- 20 Elevation views of the front and side of each type of building proposed, as well as typical dimensioned floor plans for each building.
- 21 Zoning classification of the petitioner's parcel(s) and all abutting parcels.
- 22 A statement on intended phases of the project with boundaries of other phases shown with phantom lines.
- 23 Location map showing the site in relation to existing roads and developments within the City.

- 24 Natural Features: Existing natural features of the site, including vegetation, topography, water features and other such features, shall be preserved to the greatest extent practical. Only those areas under actual development shall be disturbed.
- 25 Building Relationships: Buildings and structures shall be placed in an orderly, non- random fashion such that an uncrowded, open appearance is maintained.
- 26 Drives, Parking, and Circulation:
- a. Vehicular and pedestrian circulation shall be designed so as to provide for safe and efficient movement of vehicles and pedestrians.
 - b. Points of vehicular access to public streets shall be limited to the minimum number required to provide safe and efficient access. Points of access shall be directly aligned or be offset a minimum of one hundred and fifty (150) feet, wherever possible.
- 27 Surface Water Drainage: Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Temporary on-site storage to reduce peak runoff from the site may be required. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create standing water in the paved areas.
- 28 Special Features: Exposed storage areas, trash areas, service areas, truck loading areas, utility buildings and structures and similar accessory areas shall be reasonably screened from view from adjoining streets, and adjoining properties.