Village of Bellaire
202 N. Bridge St.
P.O. Box 557
Bellaire, MI 49615

Phone: (231) 533-8213 **Fax**: (231) 533-4183

SPECIAL USE ZONING PERMIT APPLICATION

You must also file a Land Use Permit Application in addition to this Special Use Permit Application

Office Use Only:

Case #: _____
Date Received: _____
Date of Inspection: _____
Public Hearing Date: _____
Fee Received: _____
Check Number: _____

Planning & Zoning Commission:
Action: _____
Date: _____
Permit # _____

General Information

APPLICANT:_____

MAILING ADDRESS:_____ **TELEPHONE (HOME):**_____

_____ **TELEPHONE (BUSINESS):**_____

PROPERTY OWNER'S NAME AND ADDRESS (if not the applicant):

_____

_____

APPLICANT'S CAPACITY IF NOT PROPERTY OWNER (circle one):

Builder Have Option to Purchase Agent/other

PROPOSED CONSTRUCTION SITE ADDRESS (if known): _____

PARCEL SIZE:_____

PROPERTY DESCRIPTION:_____

_____

NEAREST INTERSECTION:_____

STREET FROM WHICH DRIVEWAY WILL ACCESS:_____

PARCEL NUMBER (Tax ID):_____

LIST ANY ADJACENT PARCELS UNDER THE SAME OWNERSHIP:_____

_____

ZONING DISTRICT (see zoning ordinance):_____

Action Requested

It is requested that the Village of Bellaire Planning Commission approve issuing a special use permit for the land described above for the purpose of: _____

_____

(attach sheets if necessary) ☐ Sheets are attached

Cite section and listing number where proposed use is specifically listed as allowed in the zoning district:

_____

_____

Statement of Justification for Requested Action

State specifically the reason for this special use permit request:_____

_____

_____

(attach sheets if necessary) ☐ Sheets are attached

Provide the Following Data

A. The legal seating and/or sleeping capacity of all buildings and structures, and number of employees:

_____

B. A concise statement of all operations and uses which will be conducted on the land and buildings:

_____

_____

C. A concise statement of all services, if any, to be offered to the public:

_____

_____

D. Information concerning the intensity of use, including hours and times of operation and use, and the density of population which will occupy and use the land use:

_____

_____

E. Information concerning the generation of traffic and traffic movements:

_____

_____

F. Information concerning the requirements of the special land use for public services and utilities, including the number of water systems hook-ups, generation and disposal of solid and liquid waste, and the amount of fresh water to be consumed:

_____

_____

G. The amount of soil, dirt, sand or gravel to be excavated and removed from the site, or the amount and composition of all fill to be placed on the site:

_____

_____

_____

_____

Please Provide the Following Data on Your Site Plan for Your Project

A site plan which shall be of a scale not to be greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Commission can readily interpret the site plan, and shall include more than one drawing where required for clarity and shall include the following information, unless specifically waived by the Zoning Administrator upon the determination that the requirements to be waived are not reasonably related to the proposed use. The Commission, upon review of the site plan, may act to require any information specifically waived by the Zoning Administrator to be submitted. Such site plan shall be designed and prepared by a registered professional architect, landscape architect, engineer, land surveyor, or community planner (or, if acceptable to the Commission, owner or other qualified individual). Unless so waived, all Detailed Site Plans shall include the following information:

BASIC SITE PLAN

1. _____ The property, identified by parcel lines, location and dimensions.
2. _____ Name and address of the property owner(s), developer(s), and designer(s), and their interest in said properties.
3. _____ The scale and north arrow.
4. _____ Natural features such as woodlot, water bodies, wetlands, high risk erosion areas, slopes over 25%, drainage and similar features.
5. _____ The location of proposed main and accessory buildings, existing structures, fences on the site, and the dimensions, height and square footage of all buildings.
6. _____ The proposed driveway, if any.
7. _____ All public and private rights-of-way and easement lines located on or adjacent to the subject property which are proposed to be continued, created, relocated or abandoned.
8. _____ Required setbacks of the zoning district.
9. _____ Show any changes or modifications required for any applicable regulatory agencies' approvals.
10. _____ Exterior lighting needs to be shielded.
11. _____ Provide changes or modifications from any applicable regulatory agency approval.

MEDIUM SITE PLAN (Must include 1-11)

12. _____ All the data required for a Basic Site Plan, spelled out in §8.2(A) of this Ordinance.
13. _____ The parcel's legal description.
14. _____ Boundary dimensions of natural features such as woodlot, water bodies, wetlands, high risk erosion areas, slopes over 25%, drainage, and similar features.
15. _____ Area of subject property to be covered by buildings.
16. _____ Location and dimensions of existing and proposed man-made features such as buildings, structures, utility easements, water, storm sewer & sanitary sewer lines, & storm water drainage & retention lines.
17. _____ Location and dimensions of all existing and proposed walks, malls, open areas, walls, fences, screen plantings and/or other landscaping.
18. _____ Location of curb cuts, neighboring driveways and other vehicular circulation features within and adjacent to the site; also the location, size and number of parking spaces in the off-street parking areas and the identification of service lanes, service parking and snow storage areas.
19. _____ Any proposed alterations to the topography and other natural features shall be indicated.
20. _____ Any proposed location of connections to existing utilities and proposed extensions thereof.
21. _____ A description of the proposed development.
22. _____ A vicinity map showing the location of the site in relation to the surrounding street system.
23. _____ Land uses, zoning classification and existing structures in the subject parcel and adjoining parcels.

24. _____ Written statements relative to project impacts on existing infrastructure (such as traffic capacity of streets, schools, and existing utilities) and on the natural environment of the site and adjoining lands.

25. _____ Location, height, and orientation of all signs.

26. _____ Existing topographic elevations at two (2) foot contour intervals (indicates direction of drainage flow).

27. _____ Locations and elevations of existing water courses and water bodies, including county drains and surface drainage ways, floodplains, and wetlands.

28. _____ Proposed storm water management plan including design of sewers, outlets, and retention or detention ponds. Sufficient data regarding site runoff estimates and off-site drainage patterns shall be provided to permit review of the feasibility of stormwater detention and/or retention as well as the impact on local surface and groundwater.

29. _____ Location and status of any floor drains in structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.

30. _____ Description and location of any existing or proposed outdoor storage facilities (above ground and below ground storage).

31. _____ Description and location of on-site wastewater treatment and disposal systems.

32. _____ Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.

33. _____ Location of existing and proposed private drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial processes. Village of Bellaire Department of Public Works must sign off on this portion of the plan.

34. _____ Site plans for residential projects (multiple family developments and manufactured home parks) shall include the following additional information:

    a. Minimum floor area of dwelling units.

    b. Total number of units proposed.

    c. Number of bedrooms per unit in multiple family developments.

    d. Areas to be used for open space and recreation.

DETAILED SITE PLAN (Must include 1-34)

35. _____ All the data required for a Basic Site Plan, set forth in §10.2(A) of this Ordinance, and for a Medium Site Plan, set forth in §10.2(B) of this Ordinance.

36. _____ The proposed location of any open spaces, landscaping and buffering features such as greenbelts, fences, etc.

37. _____ The location, proposed finished floor and grade line elevations.

38. _____ Site plans for residential developments shall include a density schedule showing the number of dwelling unites per acre, including a dwelling schedule showing the unit type and number of each unit type.

39. _____ Any proposed roads, sidewalks and other vehicular and pedestrian circulation features within and adjacent to the site;

40. _____ Topography information based on USGS datum, of selected on-site elevations. More detailed information may be required where the Commission determines that the site and use warrant a more critical view of topography.

41. _____ Generalized soil analysis data regarding the soils and their adaptability to the use. More detailed information may be required where the Commission determines that the site and use warrant a more critical review of soils.

42. _____ Soil erosion and sediment control measures, which shall include preventative soil erosion devices or measures, both during and after any site work, related to the development, when required.

Required data for a site plan involving special groundwater protection provisions:

A. _____ All businesses or facilities which use of generate hazardous substances (except (1) fuel stored in a fuel tank which is part of a motor vehicle for purposes of use by that vehicle's motor,

(2) materials in a five gallon, or smaller, pre-packaged sealed containers and is for purposes of resale and located inside a retail establishment):

1. in quantities greater than one hundred (100) kilograms [approximately two hundred twenty (220 pounds)] or ninety-five (95) liters [approximately twenty-five (25) gallons] per month, whichever is less, or
2. stores greater than one hundred (100) kilograms [approximately two hundred twenty (220) pounds] or ninety-five (95) liters [approximately twenty-five (25) gallons], whichever is less shall be subject to site plan review requirements.

B. _____ In addition to all of the data required for a Basic Site Plan, set forth in §8.2(A) of this Ordinance, and for a Medium Site Plan, set forth in §8.2(B) of this Ordinance, and for a Detailed Site Plan, set forth in §8.2(C) of this Ordinance, whichever is applicable; the following shall also be shown in the site plan:

1. _____ Inventory of hazardous substances to be stored, used or generated on-site, presented in a format acceptable to the local fire marshal.
2. _____ Location and size of interior and exterior areas and structures to be used for storage, use, loading/unloading, recycling, or disposal of hazardous substances.
3. _____ Location of all underground and above ground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated storm water or wash water, and all similar uses.
4. _____ Location of exterior and interior drains, on-site sewage systems, dry wells; catch basins; retention/detention areas; sumps and other facilities designed to collect, store, transport stormwater or waste water. The point of discharge for all drains and pipes shall be specified on the site plan.
5. _____ Location of all water wells on the site and within 150 feet surrounding the parcel's property boundaries.
6. _____ Delineation of areas on the parcel which are known or suspected to be contaminated, together with a report on the status of the clean-up.
7. _____ In addition to the above data required on the site plan, the following shall also be required:
8. _____ Submissions of the "State/County Environmental Permits Checklist." The plan should reflect the proposed development of the property which is already in compliance with the other state and county requirements, as reflected by permits for the development which have already been issued, or by letters of concurrent approval of those permits with the village zoning permit.

Additional Information

A. Attach evidence of property ownership. (☐ Sheets are attached)

B. If not owner, attach letter of authorization from owner. (☐ Sheets are attached)

C. Attach or list all deed restrictions for the property at question. (☐ Sheets are attached)

D. Attach a list of names and address of all other persons, firms, or corporations having a legal or equitable interest in the property at question. (☐ Sheets are attached)

E. This area is, ____ un-platted, ____ platted, ____ will be platted. If platted, name of plat:_____

F. What is the present use of the property _____

G. Estimated completion date of construction (if applicable)?_____

Before approving any Commercial Use, the Planning Commission shall require that all the General Standards listed in the Bellaire Zoning Ordinance be satisfied.

ATTACH nine (9) copies of the plan

(☐ attached)

ATTACH a copy of the environmental assessment or an environmental impact statement, if applicable or if required.

(☐ attached)

Number of Attached Sheets

☐ 1.	Action Requested	Number of pages ____
☐ 2.	Evidence of property ownership	Number of pages ____
☐ 3.	Deed Restrictions	Number of pages ____
☐ 4.	List of all owners	Number of pages ____
☐ 5.	Site Plan	Number of pages ____
☐ 6.	Environmental Assessment	Number of pages ____
☐ 7.	_____	Number of pages ____
☐ 8.	_____	Number of pages ____

Affidavit

I agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Village of Bellaire Zoning Ordinance will be complied with. Further, I agree to notify the Zoning Administrator of the Village of Bellaire for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of the Village of Bellaire to enter the property subject to this permit application for purposes of inspection. Further, I hereby certify that the property owner authorizes the proposed work, and that I have been empowered by the owner to make this application as his/her selected agent. Finally, I understand this is a zoning permit application (not a permit) and that a special land use permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Signed _____ Date _____

NOTES:

Where new construction is involved, property lines and locations of proposed uses must be marked on the ground before a permit will be issued.

The applicant must notify the Zoning Administrator when the property is marked and ready for inspection.

When completed, send to:

Zoning Administrator, Village of Bellaire
202 N. Bridge St.
P.O. Box 557
Bellaire, MI 49615