



# Bear Lake Township

## Special Use Permit Requests

### Planning Commission

#### A Step-By-Step Guide



*\*Average time depending on Staff availability, complete application and meeting schedules approx. 30 – 60 days*



Bear Lake Township Special Use Permit Application  
 c/o Manistee County Planning Department

395 Third St.  
 Manistee, MI 49660  
 231-723-6041

planning@manisteecountymi.gov

## Special Use Permit Application

A Detailed Site Plan is required for all Special Uses  
 Please Print

Submission of Application			
<p><b>Applications must be submitted 30 days prior to the meeting for review for completeness.</b> Applications shall be submitted through the Zoning Administrator to the Planning Commission. Each application shall be accompanied by the payment of a <b>fee \$450.00 and any applicant escrow payments</b> in accordance with the schedule of fees adopted by the Township Board to cover the costs of processing the application. An application shall be submitted to the Zoning Administrator on a Special Use application form. A Special Use application shall be placed on the agenda of the Planning Commission by the Zoning Administrator within thirty (30) days of the submission of a complete application prepared in accordance with this Zoning Ordinance. An application, which is incomplete or otherwise not in compliance with this Ordinance, shall be returned to the applicant. No application shall be processed until properly prepared and submitted and all required fees and escrow payments paid in full.</p>			
Property Information			
Address:		Parcel #	
Applicant Information			
Name of Owner or Lessee:			
Address:			
Phone #:	Cell#:	e-mail:	
Name of Agent (if applicable):			
Address:			
Phone #:	Cell#:	e-mail:	
Data Required/Project Information			
Land Area:		Zoning Classification:	
Present/proposed Land Use:			
Attach a Detailed Narrative for the following			
<input type="checkbox"/>	A letter or signed narrative describing in detail the proposed special use and detailing why the location selected is appropriate.		
<input type="checkbox"/>	Applicant's statement of the expected effect of the special use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns, and local traffic volumes.		
<input type="checkbox"/>	Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be required by this ordinance, by the Twp. Zoning Administrator or the Planning Commission; including, but not limited to, measures which will be undertaken to control soil erosion, shoreline protection, excessive noise, or adverse impacts of the development on the surrounding properties; elevations on all buildings, including accessory buildings; and, an environmental assessment.		
<input type="checkbox"/>	Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing Special Use permit applications as provided in <b>Section 8606/07</b> .		

<b>Additional Information</b>		
Any additional information deemed necessary for the Planning Commission to determine the impact of the proposed Special Use on the adjacent properties, public infrastructure, and community as a whole.		
<b>Special Use review procedures.</b> An application for Special Use Approval shall be processed in accordance with <b>Section 8604</b> .		
<b>Issuance of a Special Use permit.</b> Special Use Permits shall be issued in accordance with <b>Article 86</b> .		
<b>Appeals.</b> No decision or condition related to a Special Use application shall be appealed to the Zoning Board of Appeals. An appeal of a Special Use decision or condition may be taken to Circuit Court.		
<b>Duration of Approval.</b> The Special Use permit shall become effective upon Planning Commission approval and in accordance with <b>Article 86</b> .		
<b>Amendments.</b> Amendments to Special Use permits shall be handled in the same manner as the initial Special Use permit application. Minor non-substantive changes to a site plan in accordance with <b>Section 8611</b> may be made to an existing Special Use permit with the approval of the Zoning Administrator.		
<b>Transfers.</b> Transfers shall be handled in accordance with <b>Section 8611</b>		
<b>Expiration.</b> A Special Use permit shall be valid for as long as the approved use continues in accordance with the terms and conditions of the approved permit. The Special Use permit will expire on the occurrence of one or more of the following conditions: <ol style="list-style-type: none"> <li>1. If replaced or superseded by a subsequent permitted use or Special Use permit.</li> <li>2. If the applicant requests the rescinding of the Special Use permit.</li> <li>3. If a condition of approval included stipulation to expire the Special Use permit by a certain date.</li> <li>4. If the use is abandoned, moved or vacated for a period of one year.</li> </ol>		
<b>Violations.</b> Violations shall be handled in accordance with <b>Section 8613</b> .		
<b>Authorization</b>		
<b>CERTIFICATION AND AFFIDAVIT:</b>		
The undersigned affirm(s) that he/she/they is/are the <input type="checkbox"/> owner, <input type="checkbox"/> leasee, <input type="checkbox"/> owner's representative, <input type="checkbox"/> contractor involved in the application; and that the information included in this application is correct. Further, if the request is approved, the applicant will comply with all of the requirements of the Bear Lake Township Zoning Ordinance and certifies that measures proposed to mitigate adverse impacts will be completed in a timely fashion. The undersigned, by signing the Application, agrees to pay any and all fees and escrow payments in full as provided in <b>Article 86</b> .		
Signature: _____		Date: _____
Signature: _____		Date: _____
<i>If applicant is Incorporated or a Limited Liability Corporation a copy of the Articles of Incorporation are to be submitted with application.</i>		
<input type="checkbox"/> By checking this box permission is given for Planning Commission Members to make a site inspection if desired.		
<input type="checkbox"/> Yes <input type="checkbox"/> No Please indicate if the applicant will be tax exempt, applying and/or eligible for tax abatements, credits or deferments for this proposed project. If Yes, explain:		
<b>Office Use Only</b>		
Fee: <input type="checkbox"/> \$450.00 <input type="checkbox"/> \$ _____		Escrow Payment
Date Received: _____		Hearing Date: _____
		Receipt # PC - _____

Applicant:		
Submission Guidelines		
<p><b>Detailed site plan</b> shall include three (3) copies of all required information including any documents rendered in color and a digital PDF of the Site Plan shall be forwarded to the Planning and Zoning Department. Unless specifically waived by the Zoning Administrator the site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan and shall include and illustrate at a minimum the following information:</p>		
Waived Initials	Included	Detailed Site Plan Requirements
	<input type="checkbox"/>	Plans , specifications and drawings showing the location, design and size of the proposed land use and the buildings and structures to be located thereof; all abutting roads and streets; and the location of all existing structures
	<input type="checkbox"/>	A scale drawing of the site and proposed development thereon. In no instance shall the scale of the drawing be greater than one inch equals 20 feet nor less than one inch equals 200 feet. One copy shall be submitted in a photo-reduced form on 17" x 11" paper. North arrow and scale.
	<input type="checkbox"/>	The legal seating and/or sleeping capacity of all building and structures.
	<input type="checkbox"/>	A concise statement of all operations and uses which will be conducted on the land and buildings.
	<input type="checkbox"/>	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 premises.
	<input type="checkbox"/>	Information concerning the generation of traffic and traffic movements.
	<input type="checkbox"/>	Information concerning the requirements of th special land use for public services and utilities, including the number of of sewer hook-ups, generation and disposal of solid and liquid waste, and the amount of fresh water to be consumed.
	<input type="checkbox"/>	The amount of soil, dirt, sand or gravel to be excavated and removed from th site, or the amount and composition of all fill to be placed on site.
	<input type="checkbox"/>	Project phasing, if applicable.
	<input type="checkbox"/>	Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
	<input type="checkbox"/>	Curb-cuts, driving lanes, parking and loading areas, including the number of parking spaces and parking calculations; vehicular circulation patterns and features, location and size of all parking spaces and the identification of service lanes and parking.
	<input type="checkbox"/>	Curb-cuts and driveways on adjacent properties.
	<input type="checkbox"/>	Location and type of drainage, sanitary sewers, storm sewers and other facilities.
	<input type="checkbox"/>	Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.
	<input type="checkbox"/>	Location of fences, gates and landscaping.
	<input type="checkbox"/>	Information showing all setback distances for proposed structures from the front, side and rear lot lines, rivers, lakes, streams or other bodies of water.
	<input type="checkbox"/>	Detail and location of signage
	<input type="checkbox"/>	Location of lighting on site.
	<input type="checkbox"/>	The applicants name and address in full and the principle offices and resident agent of the business if other than the a sole proprietor; a statement that the applicant is the owner of the land involved in the application or is acting on the owner's behalf; and the address and legal description of the land involved in the application.
	<input type="checkbox"/>	Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning