TALLMADGE CHARTER TOWNSHIP

Ottawa County

O-1451 Leonard Street, Grand Rapids, Michigan, 49534

SPECIAL USE REQUEST

For an application to be considered complete, all requested information must be provided. If an item is not applicable to your application, please state "not applicable" and provide an explanation why it is not applicable.

- **Review Body:** Planning Commission
- **Meeting Frequency:** Fourth Tuesday of every month
- **Site Plan Required:** Site plans require professional seal of designer, except for Home Occupation applications
- **Township Office Review:** Following application submission, a 31-day township personnel review period will begin. After these 31 days, comments will be returned to the applicant for necessary revisions. Once the applicant submits the revised materials to the Township Planner and the application is deemed complete, it will be placed on the Planning Commission meeting agenda.
- **Initial Submission Requirements:** One (1) electronic copy emailed to the Township Planner (greg@freshcoastplanning.com) and two (2) copies folded to a size no larger than 11"x14". **No rolled plans shall be accepted.**
- **Final Plan Submission Requirements**: One (1) electronic copy and nine (9) copies of all final plan materials for distribution to the Review Body are required to be folded to a size no larger than 11" x 14" and shall be clipped or otherwise secured in nine (9) equal groups. **No rolled plans shall be accepted.**

DO NOT DISCARD THIS PAGE
YOU MUST SUBMIT A COPY OF THIS PAGE WITH YOUR APPLICATION

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SPECIAL USE APPLICATION

REQUEST FEE: $1,000.00
+$5,000 minimum escrow (please make separate check from request fee)

PROCEDURE:

Name of Applicant: _____

Address of Applicant: _____

Email: _____ Telephone: _____

Property Location: _____

Name of Owners: _____

Address of Owners: _____

Email: _____ Telephone: _____

Permanent Parcel Number:_____

Legal Description:_____

Parcel Size: _____ Current Zoning of Property: _____

Proposed Use of Property and/or Structure: _____

Point of Contact Name(POC)*: _____
*Point of Contact shall be the only person contacted by the township regarding the application

POC Telephone: _____ POC Email: _____

I agree to authorize members of the Planning Commission and representatives from the Zoning or Building Department to enter my property in order to review the particulars of my request.

_____ _____
Date Applicant's Signature

FOR OFFICE USE

REQUEST FEE: Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____
ESCROW: Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____

ACKNOWLEDGEMENT OF CONDITIONS & PERMIT REQUIREMENT

By signing below, the applicant explicitly acknowledges and agrees that all conditions of approval stipulated by the Planning Commission or Board of Trustees must be fully satisfied prior to the submission of **any building permit applications** for the project.

The applicant understands that building permit applications will not be accepted, reviewed, or processed until all required Planning Commission or Board of Trustees conditions have been met.

The applicant additionally understands that no building material, grade level or above ground site change shall occur without first receiving approval in writing from the Township Zoning Administrator, Planning Commission, or other authorized official.

Applicant Signature: _____

Date: _____

REQUIRED MATERIALS:

SECTION 18.03 – APPLICATION PROCEDURE.

(a) 5. Project description, including number of structures and dwelling units, square footage of each building, number of parking spaces, estimated number of employees, and any unique features of the site or proposed development.

6. Area of the parcel in acres, excluding road right-or-ways.

SECTION 18.04 – SITE PLAN CONTENT. Each site plan submitted for review under this chapter shall be drawn at a minimum scale of 1" = 200 and shall contain the following information:

(a) Name of development and general location sketch showing major thoroughfares and site location.

(b) Name, address and phone number of site owner(s), developer and designer, including professional seal of designer.

(c) North arrow, scale, and date of original drawing and any revisions.

(d) The area of the site in square feet and acres, excluding all existing and proposed rights-of-way. Property lines, dimensions, and building setback distances and dimensions of all structures and lot lines within one hundred (100) feet of the site shall also be indicated. If the parcel is a part of a larger parcel, boundaries of the total land holding shall be shown.

(f) Existing zoning of the site and all adjacent properties.

(g) Existing and proposed topographic elevations at two (2) foot intervals on the site and to a distance of ten (10) feet outside the boundary lines of the site. Ground elevations of all existing buildings, drives and parking lots, and any unusual surface conditions shall be provided.

(h) Direction of storm water drainage and indication as to how storm water runoff will be handled.

(i) Location of existing and proposed buildings; their intended use; the length, width and height of each building; and the square footage of each building.

(j) Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and

all driveways within one hundred (100) feet of the site. The centerline of road rights-of-way shall be shown.

(k) Location and size of all water and sanitary sewer lines, storm drainage lines, fire hydrants, catch basins, septic tanks and drainfields and utility easements.

(l) Proposed parking areas and access drives, showing the number and size of spaces, aisles, loading areas, and handicapped access ramps. Also, the method of surfacing such areas shall be noted.

(m) Location of all sidewalks, bike paths, and other pathways.

(n) Location and size of any walls, fences, greenbelts, or other screening provisions.

(o) Landscape plan indicating type and size of all plant material, including all areas to be sod or seeded for grass. Provide cross sections of all berms.

(p) Location and type of significant existing vegetation, water courses, and water bodies including county drains and manmade surface drainage ways, floodplains, and wetlands. Vegetation which is to be retained on the site shall be illustrated.

(q) Building floor plans and architectural wall elevations. The height of all buildings or structures shall be indicated.

(r) Location of all proposed accessory structures, including outdoor lighting fixtures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices, signs, and existing and proposed utility poles. Indicate screening for trash receptacles.

(s) Location of all outdoor storage areas for materials and the manner in which materials shall be screened or covered.

(t) Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Ordinance or other state or federal agencies.

(u) If phased construction is to be used, each phase must be noted and each phase must stand on its own.

(v) Notation of any variances or conditional use permits which are required, any legal non-conforming uses or structures, and any State or Federal permits which have been secured or may be necessary to secure.

(w) Other data which the Planning Commission may reasonably deem necessary for adequate review.

THE FOLLOWING MATERIALS MAY ALSO APPLY
(see the township office for copies)

- **SECTION 3.17 – LANDSCAPING AND SCREENING REQUIREMENTS**
- **SECTION 3.22 – OUTDOOR LIGHTING**.
- **SECTION 3.31 – TRASH RECEPTACLES AND DUMPSTERS**.
- **SECTION 3.36 – NON-MOTORIZED PATHWAYS**
- **CHAPTER 12A - IRONWOOD CORRIDOR OVERLAY DISTRICT**
- **CHAPTER 15 – OFF-STREET PARKING AND LOADING REQUIREMENTS**
- **CHAPTER 16 – SIGN REGULATIONS**
- **APPLICABLE ZONING DISTRICT PROVISIONS**