

SPECIAL LAND USE APPLICATION

APPLICANT INFORMATION

Contact Name: _____

Address: _____

City _____ State _____ Zip Code _____

Email: _____ Phone: _____

LAND OWNER INFORMATION

Contact Name: _____

Address: _____

City _____ State _____ Zip Code _____

Email: _____ Phone: _____

PROPERTY INFORMATION

Parcel Number: _____ Acreage: _____

Physical Address: _____

Current Zoning: _____

Proprietary interest of Applicant (owner, tenant, lease, etc.) _____

Legal Description of Property: _____

Nature of use for which Special Approval is requested: (Explain fully)

Duration of Special Approval Use requested: (permanent, one year, two weeks, etc.)

Will the Special Approval Use be designed, constructed, operated, and maintained in a manner harmonious with the character of the surrounding area?

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Will the Special Approval Use change the essential character of the surrounding area?

Will the Special Approval Use be hazardous or involve uses, activities, materials, or equipment which might prove detrimental to the health, safety or welfare of persons or property by reason of traffic, noise, vibration, smoke, fumes, or glare?

Will the Special Approval Use place additional demands on public services and facilities?

Additional comments by Applicant: (May attach separate narrative.)

SPECIAL APPROVAL USE APPLICATION INSTRUCTIONS:

Instructions:

1. **Complete the Application:** Fill out the attached application form obtained from the Township office.
2. **Provide Accurate Information:** Complete all sections. The legal property description must match the deed and tax rolls exactly.
3. **Submit Required Plans:** Attach the following:
 - a. A site plan for the property requiring Special Approval
 - b. Plans and specifications for any proposed construction
 - c. Any additional data that may assist the Planning Commission in its review
4. **Hearing Notification:** You will be informed of the hearing's time and location. You may bring counsel and/or witnesses to testify on your behalf.
5. **Agreement to Fees:** By signing the attached application, you agree to pay all applicable fees and costs associated with the SAU process as detailed in the Fee Policy.
6. **Fee Policy:**
 - a. Non-refundable fees are outlined in the Consolidated Fee Schedule.
 - b. Additional costs may include expenses for planners, engineers, attorneys, or consultants, along with special reports or reviews.
 - c. An escrow fund will be established based on anticipated costs. Any unused funds will be refunded at the end of the review process.
7. **Submission Requirements:** Submit 12 hard copies of the plans and application, plus 1 digital copy emailed to Zoning Administrator Lynee Wells at lwells@saugatucktownshipmi.gov

AGREEMENT

See Article 15 for specific standards related to special approval uses and provide a written response addressing each standard. A site plan, prepared in accordance with Article 14, is also required.

By signing below, I agree to comply with the Township Zoning Ordinance and the conditions outlined in the Special Approval Use permit, if granted by the Planning Commission.

Applicant Signature

Date

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