



Special Use Permit/Site Plan Review Application – Checklist

Township of Acme, Grand Traverse County, Michigan

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Acme Township offers this checklist as a service to our Special Use Permit and Site Plan Review applicants. Please note that this checklist represents the minimum amount of information required to process your application. Applicant circumstances will vary and your specific situation may require the submission of additional information to meet the Zoning Ordinance requirements and facilitate the shortest and smoothest possible public process.

It is strongly encouraged and recommended that all potential applicants schedule a pre-application conference with township staff prior to application submission so that we can provide more customized guidance. Submission of an application does not guarantee that the item will be placed on the next agenda until it is determined that ALL of the application requirements are met.

8.5 SITE PLAN REVIEW APPLICATION SUBMISSION PROCEDURES

8.5.1 Pre-Application Conference

An applicant can request a pre-application conference with the Zoning Administrator and or Planner to discuss in general the substantive requirements for the application prior to submittal.

8.5.2 Conceptual Review

After a pre-application conference an applicant may submit an application for conceptual review before the Planning Commission prior to formal submittal of a site plan review application. The purpose is to gather feedback on the proposed land use and potential requirements of the Planning Commission. Feedback provided by the Planning Commission under a conceptual review is non-binding subject to change, and is not to be construed as a guarantee for approval. A conceptual review does not include a completeness or technical review by the Zoning Administrator.

8.5.3 Completeness Review

All required application materials shall be presented to the Zoning Administrator's office by the property owner or their designated agent at least three (3) weeks prior to the Planning Commission meeting where the site plan will be considered. The Zoning Administrator shall review the application for completeness in order to determine if the application has been properly submitted and the applicant has corrected all deficiencies. Completeness reviews are solely for the purpose of determining whether the preliminary information required for submission of the application is sufficient to allow further processing and shall not constitute a decision as to whether an application complies with the provisions of this Ordinance.

9.4 Special Use Permit Application Submission Procedure

The procedures for application submittal for a special land use permit shall follow those outlined in Article 8 except that applications shall be submitted at least thirty (30) days prior to the Planning Commission meeting.

8.5.4 Technical Review

An application determined to be complete will undergo a technical review by the Zoning Administrator or Township designee to determine compliance with applicable standards. This review may include communications with other local agencies or departments with jurisdiction for comment on any problems the plans might pose and report to the Planning Commission. Once the technical review is complete the application will be placed on the agenda of the next regularly scheduled Planning Commission meeting.

Required items shall be demonstrated on the site plan drawings, written narrative/submitted documentation, or both as indicated in the table (Section 8.4):

SITE PLAN APPLICATION REQUIREMENTS			
Item	Description	Site Plan	Narrative
1.	The date, north arrow, and scale. Scale shall be as follows: < 3 acres: One (1) inch = fifty (50) feet > 3 acres: One (1) inch = one hundred (100) feet	√	
2.	The boundary lines of the property, to include all dimensions, gross and net acreage, and legal description.	√	
3.	The location and width of all abutting rights-of-way.	√	
4.	The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.	√	
5.	The location of all existing and proposed structures and uses on the site, including proposed drives, walkways, signs, exterior lighting, parking (showing the dimensions of a typical parking area), loading and unloading areas, common use areas and recreational areas and facilities.	√	
6.	The location and identification of all existing structures within a two hundred (200) foot radius of the site.	√	
7.	Natural features that will be retained, removed, and/or modified including vegetation, hillsides, drainage, streams, wetlands, shorelands, and wildlife habitat.	√	
8.	A landscaping plan with all existing and proposed landscaping, walls and/or fences.	√	
9.	A grading plan showing the topography of the existing and finished site, including ground floor elevations, shown by contours or spot elevations. Contours shall be shown at height intervals of two (2) feet or less.	√	
10.	Location, type and size of all above and below grade utilities.	√	
11.	Type, direction, and intensity of outside lighting shown on a photometric plan in compliance with exterior lighting standards.	√	
12.	Location of any cross access management easements, if required.	√	
13.	Location of pedestrian and non-motorized facilities, if required.	√	
14.	An indication of how the proposed use conforms to existing and potential development patterns and any adverse effects.	√	
15.	The number of units proposed, by type, including a typical floor plan for each unit, dimensions, and area in square feet.	√	
16.	Elevations for all building facades.	√	
17.	Phasing of the project, including ultimate development proposals.	√	
18.	Sealed/stamped drawings from a licensed architect, engineer, or landscaped architect.	√	

SITE PLAN APPLICATION REQUIREMENTS			
Item	Description	Site Plan	Narrative
19.	The location and description of the environmental characteristics of the site prior to development such as topography, soils, vegetative cover, mature specimen trees, drainage, streams, wetlands, shorelands, or any other unusual environmental features.	√	√
20.	A stormwater management plan showing all existing above and below grade drainage facilities, and proposed plans incorporating low impact development water quality technologies and other best management practices.	√	√
21.	Plans to control soil erosion and sedimentation, including during construction.	√	√
22.	The name and address of the property owner.	√	√
23.	Name(s) and address(es) of person(s) responsible for preparation of site plan drawings and supporting documentation.	√	√
24.	The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.		√
25.	Description of all existing and proposed structures referenced in item 5.		√
26.	The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate areas of change.		√
27.	General description of deed restrictions and/or cross access management easements, if any or required.		√
28.	The method to be used to serve the development with water.		√
29.	The method to be used for sewage treatment.		√
30.	The number of people to be housed, employed, visitors or patrons, anticipated vehicular and pedestrian traffic counts, and hours of operation.		√

- A. Upon recommendation by the Zoning Administrator, the Planning Commission may waive any of the above required items based upon a finding that it is not applicable.
- B. The Planning Commission, Zoning Administrator, or other party authorized by the Township may request any additional information it deems necessary in the review of submitted site plan.

Pursuant to Acme Township Zoning Ordinance 8.4 (c) as part of the application process the applicant is required to submit information about the project to various regulatory agencies to determine whether the project appears likely to meet their permit requirements and promote public health, safety and welfare. You will be advised on their feedback which may require plan revisions to satisfy their requirements. These agencies include but are not limited to the following:

- Grand Traverse County Health Department (well & septic) 231-995-6051
- Grand Traverse County Department of Public Works (sewer) 231-995-6039
- Grand Traverse County Soil Erosion Department 231-995-6051
- Grand Traverse Metro Fire Department 231-947-3000
- Grand Traverse County Road Commission (new roads & driveway locations) 231-922-4848
- Michigan Department of Transportation (US 31 & M-72) driveways 231-941-1986
- Michigan Department of Environment, Great Lakes, and Energy/EGLE (wetlands) 231- 775-3960

NUMBER OF DOCUMENT SETS REQUIRED:

- Plans: 3 sets of 24 x 36 hard copy, signed and sealed; 10 sets of 11x17; 1 electronic pdf copy
- All documents must also be submitted in PDF format to the Zoning Administrator

OTHER HELPFUL ITEMS:

Article 6 Site Development Standards includes requirements for:

- 6.2 Parking
- 6.3 Non-Motorized Transportation
- 6.4 Landscaping
- 6.5 Exterior Lighting
- 6.6 Signs
- 6.7 Stormwater Management*

*Stormwater must also comply with the *Acme Township Stormwater Control Ordinance #2007-01*

Article 7 Supplemental Use Standards provide regulations for miscellaneous and other requirements that may or may not apply in all zoning districts - in addition to applicable standards found elsewhere in the Ordinance.

Additional forms can be found on our website at www.acmetownship.org