



Special Use Permit/Site Plan Review Application – Checklist

Township of Acme, Grand Traverse County, Michigan

6042 Acme Road, Williamsburg, MI 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: www.acmetownship.org

Planning & Zoning Administrator: Lindsey Wolf Email: zoning@acmetownship.org

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 meeting with township staff prior to application submission. However, we do not guarantee the placement of an application on the agenda. It is important that all application requirements are met.

8.5 PART A APPLICATION PROCEDURE

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.

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 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):

ARTICLE 8 Site Plan Review

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.	√	

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:

For

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