



## 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](http://www.acmetownship.org)

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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.

We strongly encourage and recommend that all potential applicants schedule a preconference meeting with township staff prior to application submission so that we may provide more customized guidance.

**BEFORE FULL STAFF REVIEW COMMENCES AND A PRELIMINARY PLANNING COMMISSION HEARING/MEETING DATE IS SET, the following plans and documentation must be submitted. (If applicable):**

- o **Completed and signed application form and fee**
- o **Completed and signed Fee Escrow Policy Acknowledgement and initial fee escrow deposit (until this is received, your project will not move forward)**
- o Narrative description of proposed use(s), including but not limited to proposed hours of operation, number of employees, and anticipated traffic generation
- o Site Plans conforming to the requirements of Acme Township Zoning Ordinance Section 8.2.3:
- o Landscape Plan (please refer to Z.O. Sections 7.5-7.5.6)
- o Visual image of proposed buildings (elevation drawings showing how building will look) and proposed exterior materials
- o Exterior lighting plan, including locations, types and heights of all proposed exterior lighting and cut sheets (technical specifications, photometric) for all proposed exterior lighting fixtures and associated components
- o Plans and any other information required by ordinance specifically for your proposed
- o Land use
- o Storm water control plan
- o Parking (Section 7.5.)
- o Cross Access Easement agreement

## **SITE PLAN REVIEW AND SPECIAL USE PERMIT APPLICANT CHECKLIST**

Pursuant to Acme Township Zoning Ordinance section 8.2.4.d and 8.2.4.e, as part of the application process. You will be required to submit information about your project to various regulatory agencies including but not limited to the following as applicable to determine whether your project appears likely to meet their permit requirements and promote public health, safety and welfare. You will be advised as to their feedback to the township about your project and any plan revisions that may be necessary to satisfy their requirements:

- 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 231-995-6042
- Grand Traverse Metro Fire Department 231-947-3000
- Grand Traverse County Sheriff's Department 231-995-5000
- 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 Environmental Quality (wetlands) 231-775-3960

### **NUMBER OF DOCUMENT SETS REQUIRED:**

- Plans: 1 set of 24 x 36 hard copy, signed and sealed. 10 sets of 11 x 17
- All documents must also be submitted In PDF format to the Zoning Administrator
- The Township may also request CAD files and/or GIS shape files for portions or all of your plans

Additional forms can be found on our website at [www.acmetownship.org](http://www.acmetownship.org)

(Updated 08/17/2015 SW)