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Office of  
Planning & Zoning

### APPLICATION FOR SPECIAL LAND USE AND SITE PLAN REVIEW

(As Amended 7/23/2021)

(For office use only)

File No. SLU - /SPR - Fee Paid \$ \_\_\_\_\_ Escrow Paid \$ \_\_\_\_\_  
Check # \_\_\_\_\_ Check # \_\_\_\_\_

#### Section 1. Applicant Information

Applicant/Authorized Agent's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. ( ) - \_\_\_\_\_

Nature of Applicant's Relationship to Property: \_\_\_\_\_

#### Applicant/Authorized Agent's Signature

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_



Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. ( ) - \_\_\_\_\_

#### Owner's Signature (application cannot be processed without owner's signature)

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_



Designer's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. ( ) - \_\_\_\_\_

#### Section 2. Property Information

Property Identification Numbers (PIN), list all parcels affected: \_\_\_\_\_

Legal Description, if any new property divisions are proposed (may be attached): \_\_\_\_\_

Address of subject parcel \_\_\_\_\_

Existing Use(s) \_\_\_\_\_

Zoning District \_\_\_\_\_ Area of Property \_\_\_\_\_  Acres \_\_\_\_\_  Sq. feet

For properties of less than one acre, use square feet.

*Section 3. Special Land Use Information*

**Project Description.** Attach a written description of your proposed project. For residential projects, indicate the number of dwelling units, broken down by occupancy type (rental or owner occupied), target market segment (i.e., “singles, young families, empty-nesters, elderly, etc.”) anticipated rent or sale-price range, and the number of bedrooms. Describe any state or federal rental or purchase assistance program that may apply to your project. For all projects describe on-site amenities to be offered; any phasing planned for the development and the proposed development timetable. Indicate any county, state or federal licenses or permits or approvals that will be required and the status of each. Explain perpetual maintenance arrangements for open spaces.

Estimated Beginning Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Date of Completion \_\_\_\_/\_\_\_\_/\_\_\_\_

**Site Plan Attached.** *Note, all special land uses require site plan approval prior to construction and the Village of Suttons Bay requires simultaneous processing to assure complete disclosure and expeditious processing.*

Describe in detail the expected effect of the Special Land Use on the following. Attach additional sheets, as needed. Please respond to each item, unless it is waived by the Zoning Administrator. Provide quantified information where it is available.

Emergency service requirements (discuss police and fire protection needs of the project) \_\_\_\_\_

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Schools (discuss number of families with children expected) \_\_\_\_\_

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Storm water systems (discuss extent of impervious surface, detention/retention plan)

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Automobile and truck circulation patterns (discuss access/egress, drives, parking and on-site circulation)

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Local traffic volumes (discuss daily trip generation and peak hour demands) \_\_\_\_\_

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Additional material necessary to consider the impact of the project upon adjacent properties and the general public as required by the Village of Suttons Bay.

Check if Attached Section No.

Description

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#### *Section 4. Site Plan Check List*

Attach to this application ten (10) copies of the proposed site plan. Use this section to check that your site plan includes all required elements. At a minimum, the site plan shall include:

- A scaled drawing of the site and the proposed development including the date prepared and the date of the latest revision (if any) and the name and address of the preparer.
- Property parcel number(s) (from the Assessment Roll of the Village).
- Topography of the site and its relationship to adjoining land. Show existing and proposed contours at not more than two (2) foot intervals and show all adjoining structures within 100' of the property line.
- Itemization of existing man-made features.
- Dimensions of setbacks.
- Locations, heights and sizes of structures and other important features. Provide exterior elevations of major buildings or "typical" buildings in multiple building projects. Indicate exterior finish materials.
- Percentage of land covered by buildings and percentage reserved for open space.
- Dwelling unit density, where pertinent.
- Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
- Curb-cuts, driving lanes, parking and loading areas. For mixed-use, commercial, institutional or industrial developments, provide your parking detail and calculations.
- Location and type of drainage, sanitary sewers, storm sewers, watermain or wells, and all underground or overhead utility lines.
- Location and nature of fences, landscaping and screening.
- Proposed earth changes.
- Signs and on-site illumination. Provide lighting detail and include elevations of proposed signs.
- Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Planner or the Planning Commission.
- The site plan shall include a written landscape plan prepared in accord with Section 11 of the Zoning Ordinance.

## *Section 5. Additional Information*

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
<b><i>A. Sanitary Sewer Service</i></b>			
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will a community wastewater system be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications.			
3. Will on-site disposal be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>B. Water Service</i></b>			
1. Does project require extension of public water main?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will a community water supply be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications.			
<b><i>C. Public utility easements required?</i></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, show on plan.			
<b><i>D. Site Drainage</i></b>			
1. County drain usage approved by County Drain Commissioner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?			
Note: Alternate measures must be designed and sealed by a registered Engineer.			
<b><i>E. Roads and Circulation</i></b>			
1. Are interior public streets proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has Village and MDOT approved (attach letter)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will public streets connect to adjoining properties or future streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are private roads or interior drives proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will private drives connect to adjoining properties service roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the Village or MDOT approved curb cuts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, attach approved permit.			

### *Section 6. Special Land Use Review Standards*

Indicate how your proposed special land use will respond to each of the following Special Use Permit Conditions as outlined in Section 13 of the Village of Suttons Bay Zoning Ordinance. Note that the Planning Commission must review each special land use condition in light of these standards and any specific review standards provided in Section 14 of the Zoning Ordinance. Your responses to the following items will help the Planning Commission to reach a decision. Attach additional sheets, if necessary.

A Special Land Use shall...

1. Be in accordance with the general objectives, intent and proposed of the zoning ordinance.  
\_\_\_\_\_  
\_\_\_\_\_
2. Be in accordance with goals and objectives of the Master Plan.  
\_\_\_\_\_
3. Be designed, constructed, operated and in harmony with the existing or intended character of the general vicinity and will not change the essential character of the area in which it is proposed.  
\_\_\_\_\_  
\_\_\_\_\_
4. Be hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.  
\_\_\_\_\_  
\_\_\_\_\_
5. Be adequately served by essential infrastructure, such as highways, roads, stormwater drainage, refuse disposal, water and sewage facilities.  
\_\_\_\_\_  
\_\_\_\_\_
6. Not create excessive additional requirements at public cost for infrastructure and will not be detrimental to the economic welfare of the community.  
\_\_\_\_\_  
\_\_\_\_\_
7. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to persons, property or general welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, glare or odors.  
\_\_\_\_\_  
\_\_\_\_\_
8. Ensure that the environment shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications that result in maximum harmony with adjacent areas.  
\_\_\_\_\_  
\_\_\_\_\_
9. Not impede the normal and orderly development and improvement of surrounding property for uses permitted in the zoning district.  
\_\_\_\_\_  
\_\_\_\_\_
10. Complies with the general and specific standards of this ordinance, the respective area, and general provisions of this ordinance.

*Approval. If the Planning commission finds that all standards have been met, the permit shall be issued.*

