



OFFICE USE ONLY
Filing fee: \$620.00
Case #: SUP-_____
Submission Date: _____
Meeting Date: _____

SPECIAL USE PERMIT APPLICATION

City of Mt. Pleasant – Planning and Community Development
320 W. Broadway Street, Mt. Pleasant, MI 48858
(989) 779-5347 ▪ planning@mt-pleasant.org ▪ www.mt-pleasant.org/planning

PRE-APPLICATION CONFERENCE

A pre-application meeting with City staff is **required** prior to submitting an application. Staff can assist with preliminary feedback, review project timelines, and explain zoning requirements. Please call (989) 779-5347 to schedule an appointment.

COMPLETE APPLICATION REQUIRED

The application will not be scheduled for review by the Planning Commission until it has been verified that all required information has been provided with the application. **Incomplete applications may be returned.** Please carefully review the checklist on the bottom of page 3 of this application to see those items that must be included with a complete application.

QUESTIONS

If you have any questions, please **contact Manuela Powidayko at the Planning & Community Development Department at (989) 779-5346 or mpowidayko@mt-pleasant.org.**

Special Use Permit and Special Regulated Use Permit standards and procedures can be found in Section 154.615 of the City’s Zoning Ordinance. The Zoning Ordinance and additional information about the City’s planning process can be reviewed in the Planning section of the City’s website at www.mt-pleasant.org/permits

OTHER REVIEWS

In addition to Planning Commission approval, projects involving Special Use Permits and Special Regulated Use Permits may also require approval by the **City’s Division of Public Works (DPW)** and the **Division of Public Safety (DPS)** before a Building Permit will be issued.

Applicants are encouraged to include as much of the DPW and DPS information on the site plan that will be reviewed by the Planning Commission as possible. This will help City staff to coordinate reviews between departments, helping to reduce unexpected delays for your project.

For questions about DPW requirements, contact Stacie Tewari at (989) 779-5404 or stewari@mt-pleasant.org; questions about DPS requirements can be directed to Lt. Brad Doecker at (989) 779-5122 or bdoecker@mt-pleasant.org.

Mission Street, High Street (West of Mission) and Pickard Avenue (East of Mission) are under the jurisdiction of the **Michigan Department of Transportation (MDOT)**. Projects along these streets may be subject to plan review by MDOT. Contact MDOT’s Mt. Pleasant Transportation Service Center (TSC) at (989) 775-6104 with questions.

Please type or print clearly:

I. APPLICANT INFORMATION			
Applicant:			
Address:	City:	State:	Zip:
Interest in property (owner, tenant, option, etc.):			
Contact Person:			
Telephone Number:	Fax Number:	E-mail Address:	

II. PROPERTY INFORMATION			
Property Address:	Zoning District:		
Legal Description (available from deed, City Assessor's Office, or City website – can be provided on separate sheet):			
Owner Name (if different than applicant):			
Address:	City:	State:	Zip:
Telephone Number:	Fax Number:	E-mail Address:	

III. ARCHITECT, ENGINEER, OR SURVEYOR INFORMATION (if applicable)			
Name:	Company:		
Address:	City:	State:	Zip:
Telephone Number:	Fax Number:	E-mail Address:	

IV. APPLICANT CERTIFICATION	
By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the undersigned represents that he/she is authorized and does hereby grant a right of entry to City officials for the purpose of gathering information related to this application, and to verify compliance with the terms and conditions of this approval.	
Signature: _____	Date: _____

V. OWNER AUTHORIZATION	
If the applicant is anyone other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. (Authorization may be submitted via a separate signed letter)	
Signature: _____	Date: _____

VI. PROJECT DESCRIPTION

Please use this section to describe the use or uses being proposed. Attach additional pages, if necessary:

Existing Site Conditions:
Total Site Area: _____ acres or _____ sq. ft.
Existing Building Area: _____ sq. ft. Number of Existing Buildings: _____
Number of Existing Residential Units: _____ Number of Existing Residential Occupants: _____
Will any existing buildings or portions of buildings be demolished for the proposed project? Yes No
If so, please state the total area to be demolished: _____ sq. ft.

Proposed Site Conditions:
New Building Area: _____ sq. ft.
Total Building Area (existing + new): _____ sq. ft.
Total Number of Buildings (existing + new): _____
Total Number of Parking Spaces: _____
Barrier-free Parking Spaces: _____

Nonresidential Uses (Commercial, Office, Industrial, etc.):
Total Floor Area: _____ sq. ft. Total Number of Employees: _____
Proposed Hours of Operation: _____ Total Number of Shifts: _____
_____ Number of Employees in Peak Shift: _____

Residential Uses (Apartments, Rooming/Boarding Dwellings, etc.):
Total Number of Proposed (existing + new) Units: _____
Total Number of Proposed (existing +new) Occupants: _____
Maximum Number of Occupants per Unit: _____
Efficiency Units Total Number Proposed: _____ Avg. Floor Area: _____
One-Bedroom Units Total Number Proposed: _____ Avg. Floor Area: _____
Two-Bedroom Units Total Number Proposed: _____ Avg. Floor Area: _____
Three-Bedroom Units Total Number Proposed: _____ Avg. Floor Area: _____
Four-Bedroom Units Total Number Proposed: _____ Avg. Floor Area: _____
Five-Bedroom Units Total Number Proposed: _____ Avg. Floor Area: _____
Other Units _____ Total Number Proposed: _____ Avg. Floor Area: _____

VII. APPLICATION MATERIALS

- The following is a checklist of items that must be submitted with applications for Special Use Permit. Incomplete applications will not be processed.
- Completed application form
 - Application fee (\$620.00)
 - Owner authorization letter (if applicant is anyone other than the property owner)
 - Responses to the seven criteria for Special Use Permits (see attached)
 - Written statement regarding financial and developmental impacts on surrounding properties (see attached)
 - Placement of a *Notice of Land Use Action* sign (see City staff for additional information)
 - Any other information deemed necessary

VIII. APPLICATION DEADLINES

Planning Commission meetings are generally held on the first Thursday of the month at 7:00 p.m. in the City Hall Commission Chambers. The submission deadline for each meeting is described in the attached Planning Commission meeting calendar.

Upon receipt of a complete application, the Planning Commission will hold a public hearing at its next regular meeting. Notice will be published in the Morning Sun and mailed to all property owners within 300 feet of the subject property. The City will also place a *Notice of Land Use Action* sign or signs on the property to notify the community of the public hearing.

Following the public hearing, the Planning Commission may approve, deny, or approve the request with conditions. Conditions imposed by the Planning Commission are considered an integral part of the Special Use Permit.

IX. REVIEW CRITERIA

The Zoning Ordinance imposes the following general requirements on the use requested by the applicant (see Section 154.615.B for details). Under each requirement, the applicant should explain, in writing with supporting evidence, how the proposed use satisfies the requirements. For those requirements where there is potential for negative or adverse effects, applicant will propose measures to mitigate such effects.

- (1) The Special Use or Special Regulated Use shall be one listed as a permitted Special Use ("SUP") or Special Regulated Use ("SRU") for the District or Civic Zone in which the property is located and the Use shall be consistent with the intent and purpose of this Chapter and the objectives of the currently adopted Master Plan.

- (2) The Special Use or Special Regulated Use shall comply with all applicable standard and requirements of this Chapter. The Special Use or Special Regulated Use shall be operated in a manner compatible with surrounding land Uses within 300 feet measured Lot Line to Lot Line. Compatibility includes, but is not limited to, hours of operation and environmental effects (e.g. noise, light, traffic, intensity of Use, density).

- (3) Applicant shall demonstrate how the Use is compatible with surrounding land Uses.

- (4) The Special Use or Special Regulated Use shall not interfere with the general enjoyment of the surrounding area (defined as Adjacent and/or abutting properties including those properties separated by streets, Alleys or other rights-of-way).

- (5) The applicant shall indicate how the Special Use or Special Regulated Use will not have an adverse impact on the surrounding neighborhood within 300 feet of its Lot Line in regards to traffic, noise, architectural compatibility, hours of operation, light, odors, and the like.

- (6) The Special Use or Special Regulated Use shall not be hazardous to the Adjacent property, or involve Uses, activities, materials or equipment which will be detrimental to the health, safety, or welfare of Persons or property through the excessive production of traffic, noise, smoke, odor, fumes or glare.

- (7) The Special Use or Special Regulated Use shall be adequately served by the existing capacity of essential public facilities and services, or it shall be demonstrated that the Person responsible for the proposed Special Use or Special Regulated Use shall be able to continually provide adequately for the services and facilities deemed essential to the Use under consideration.

X. WRITTEN STATEMENTS

Each Special Use Permit or Special Regulated Use Permit application is required to include written statements regarding the following, in accordance with Section 154.615.D.

- (1) Explaining how the Special Use or Special Regulated Use shall not substantially injure the financial value of surrounding properties, and shall not hinder or discourage the appropriate Development or Use of Adjacent properties.

- (2) Addressing each of the conditions or requirements for the Special Use, Special Regulated Use, or permit, as set forth in Section 154.410 and Section 154.615.