



# APPLICATION FOR ADMINISTRATIVE SPECIAL LAND USE PERMIT

Planning Department, 400 Boardman Ave., Traverse City, MI 49684 (231) 922-4460 Fax (231) 922-4457

**BEFORE SUBMITTING THIS APPLICATION, THE APPLICANT SHALL MEET WITH THE PLANNING DIRECTOR TO REVIEW THE PROPOSED PROJECT.**

**For Office Use Only**

APPLICATION FEE: \$435.00

DATE APPLICATION WILL BE CONSIDERED: \_\_\_\_\_

CHECK NO: \_\_\_\_\_

RECEIPT NO: \_\_\_\_\_

CASE NO: \_\_\_\_\_

Street Address: \_\_\_\_\_

Property Tax Number: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

**A request is being made for:**

Communication Towers

Deferred Parking Construction

Landing Areas

Places of Worship in Res. Dist.

Private Parking Area in C-4 Dist.

**THE COMPLETED APPLICATION AND THREE (3) COPIES OF THE SITE PLAN SHALL BE SUBMITTED TO THE CITY PLANNING DEPARTMENT A MINIMUM OF 21 DAYS PRIOR TO THE DATE AT WHICH THE REQUEST WILL BE CONSIDERED AND SHALL MEET ALL REQUIREMENTS LISTED ON ATTACHED SHEET.**

**\*Waiver.** The Planning Director may waive any or all site plan requirements if the construction or alteration does not affect existing traffic circulation, drainage, grading, relationship of buildings to each other, landscaping, buffering, lighting, parking and other considerations of site plan review. Any of these requirements may be waived by the Planning Director where, in his or her judgment, such data will not bear on his or her decision.

**Public Hearing Request:** The applicant, Planning Director or a property owner or occupant within 300' of the property may request a public hearing before a decision is rendered. Does the applicant want a public hearing? \_\_\_\_\_ YES \_\_\_\_\_ NO

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant (if different): \_\_\_\_\_ Date: \_\_\_\_\_

Relationship of Applicant to Owner: \_\_\_\_\_

**Appeals to the Planning Commission. Any person aggrieved by a final decision of the Planning Director may appeal the decision within 14 days to the Planning Commission. Application for appeal form is available at the City Planning Department, 400 Boardman Avenue, Traverse City, Michigan, 49684.**

### 1366.03 - Site plan requirements.

- (a) *Requirements.* A land use permit application shall be accompanied by a filing fee established by resolution of the City Commission. Site plans shall be sealed by a registered architect or engineer, except site plans to be referred to the Planning Commission for approval may defer this requirement until receiving Planning Commission approval. Site plans shall be drawn to scale, rendered on a minimum sheet size of 24 inches by 36 inches and shall include the following:
- (1) A legal description, property lines, lot lines and property dimensions;
  - (2) The scale, north arrow, date and vicinity map;
  - (3) The property owner's and applicant's name and address;
  - (4) The preparer's name and address;
  - (5) Street names, existing street and alley widths, the location and width of utility easements, the size and location of existing and proposed public utilities and building service lines;
  - (6) The zoning classification of the site and surrounding properties and, where applicable, the zoning request;
  - (7) Required setback lines, lot size, lot coverage and any variance to be requested;
  - (8) The size and location of existing buildings and improvements on and adjacent to the subject parcel;
  - (9) The existing building use and proposed building use, location, shape, building height, elevations, floor area and unit computations and dimensions and a description of all exterior building materials;
  - (10) A land use tabulation summary provided in the margin of the plan indicating types of uses, acreage for each land use, number of units, densities and land use intensities;
  - (11) The proposed number and location of parking spaces, maneuvering lanes, sidewalks, driveways and loading areas, and their dimensions and proposed points of access to the site from public streets and alleys;
  - (12) The proposed location and dimensions of site drainage areas, walkways, landscaped areas, recreation areas, open space and screen walls;
  - (13) Natural features, such as unique topographic features, wetlands, 100-year flood plain elevations, creeks, springs and others, with an indication as to which are proposed to be maintained, altered or removed during site development; and
  - (14) Any other information necessary to establish compliance with City ordinances.
  - (15) The following additional information if requested by the Planning Director:
    - a. A report describing the soil types and the ability of soils to accommodate the proposed development;
    - b. A tree location survey signed by an engineer, surveyor, landscape architect, showing all existing trees having a diameter at breast height of 6 inches or greater, the common and/or scientific names and the diameter at breast height of these trees, plus an indication of trees to be preserved, to be transplanted, or to be removed during site development. Closely grouped trees shall be designated by the predominate species represented, the number present and the diameter at breast height range of the group or clump;
    - c. The existing and proposed topography at 2 foot contours.
- (b) *Waiver.* The Planning Director may waive any or all site plan requirements if the construction or alteration does not affect existing traffic circulation, drainage, grading, relationship of buildings to each other, landscaping, buffering, lighting, parking and other considerations of site plan review. Any of these requirements may be waived by the Planning Director where, in his or her judgment, such data will not bear on his or her decision or the decision of the Planning Commission.
- (c) *Appeals.* The property owner may appeal a decision of the Planning Director or Planning Commission to the Board of Zoning Appeals.