



SPECIAL USE PERMIT APPLICATION

Village of Spring Lake, 102 W. Savidge Street, Spring Lake, MI 49456
Phone: (616) 842-1393 Website: www.springlakevillage.org

1. Project Information

Address/location of property: _____
Name of Development: _____ Parcel #: _____
Current Use: _____ Proposed Use: _____
Area in Acres or Sq. Ft.: _____ Zoning District: _____
Zoning of adjacent properties: _____

2. Applicant

Name: _____
Company: _____
Address: _____

Phone: _____
Email: _____

3. Property Owner

Name: _____
Company: _____
Address: _____

Phone: _____
Email: _____

4. Required Application Materials

- Application (12 copies)
- Site Plan (12 copies)
- Letter or signed narrative describing the proposed special use and detailing why the location selected is appropriate. Narrative must include responses to the special use review standards of Section 390-196 and the specific review standards of Section 390-199 of the Zoning Ordinance.
- Statement of expected effect of the Special Use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns and local traffic volumes
- Additional information which may be necessary (ie. soil erosion, dune protection, view protection, shoreline protection, excessive noise or adverse impact on surrounding properties).
- Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing a Special Use permit application as provided in Section 390-196.
- Required fee

1. Fee: **\$425.00** plus costs and escrow deposit

2. Zoning Ordinance Section Reference(s): _____

3. Details of the Nature of Work Proposed:

By signing below, permission is granted for Village staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the Village of Spring Lake Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.

Signature of Applicant: _____ Date: _____

Print Name: _____

Signature of Owner: _____ Date: _____

Print Name: _____

Office Use Only

Permit #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Approved by: _____

***THE FOLLOWING PAGES ARE FOR REFERENCE ONLY
AND SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION***

The Village of Spring Lake Planning Commission meets in a regular session on the fourth Tuesday of each month at 7:00 p.m. at Barber School Community Building, 102 West Exchange Street, Spring Lake, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Village Hall located at 102 West Savidge Street, Spring Lake, Michigan, 49456. Questions may be directed to Stacey Fedewa, Village Planner, at (616) 842-1393 or SFedewa@ght.org.

Filing requests which are not complete, or which are not filed by the meeting deadline, as determined by the Village Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

Filing deadline

December 26, 2019
January 29, 2020
February 26, 2020
March 25, 2020
April 29, 2020
May 27, 2020
June 24, 2020
July 29, 2020
August 26, 2020
September 23, 2020
October 28, 2020
November 18, 2019

Meeting Date

January 28, 2020
February 25, 2020
March 24, 2020
April 28, 2020
May 26, 2020
June 23, 2020
July 28, 2020
August 25, 2020
September 22, 2020
October 27, 2020
November 24, 2020
December 15, 2020 (note: 1 week early)

SPECIAL USE APPLICATION PROCESS

See Article XXV of the Zoning Ordinance for a complete set of regulations.

Step 1 - *Application for Special Use is filed:* An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Once an application is deemed complete, a petitioner will be scheduled for a work session on the next available slot on the Planning Commission's agenda.

Step 2 - *Staff Review:* Submitted plans are sent to appropriate Village departments for review. Comments are returned to the Village Planner prior to final review by the Planning department staff.

Step 4 - *Notice of Public Hearing:* Notices are sent by the Village to all property owners within 300 feet of the subject property not less than 15 days and not more than 45 days prior to the Planning Commission meeting at which the application will be considered.

Step 5 - *Staff Review:* The Village Planner will issue a review of the submitted plans and application and prepare a report for the Planning Commission. A copy of the report will be sent to the applicant at least three days prior to the meeting.

Step 6 - *Public Hearing at the Planning Commission:* The Planning Commission meets to consider the application for a Special Use. The petitioner must be present at the Planning Commission meeting at which their application is considered.

A Special Use permit shall be valid for as long as the approved use continues in accordance with the terms and conditions of the approved permit. The Special Use permit will expire on the on the occurrence of one of the following conditions:

1. If replaced or superseded by a subsequent permitted use or Special Use permit.
2. If the applicant requests that rescinding of the Special Use permit.
3. If the use is abandoned, moved or vacated for a period of one year.