

# CONDITIONAL USE PERMIT APPLICATION

HAMLIN TOWNSHIP PLANNING & ZONING COMMISSION

6463 S. CLINTON TRAIL, EATON RAPIDS, MI 48827

517-663-7777 FAX 57-663-3610

Applicant Name(s): _____ _____	<b><u>Office Use Only</u></b>
<i>Circle one</i> Property Owner    Representative (must have proof of ownership/owner permission)	Case No: _____
<b><u>Mailing Address:</u></b>	Fee \$400    Check _____    Cash _____
Street _____	<b>Hamlin Township Planning Commission</b> Hearing Date: _____
City _____ State _____ Zip _____	Decision:            Approved            Denied
Phone(s) _____	Decision Date: _____
Property Address: (if different than above)	<b>Site Plan Review Committee</b> Committee meeting date: _____
Street _____	
<u>Property Code:</u> 23 – 160 -    -    -	Decision:            Approved            Denied

## SITE DEVELOPMENT PLAN

1. **Where in the Ordinance is the proposed land use specified?**

2. **Please describe the business proposed for this site.** (attach additional sheet if needed)

### 3. **EMPLOYEES**

What Days will the business be in operation: \_\_\_\_\_ what hours each day? \_\_\_\_\_

How many employees will be on site? \_\_\_\_\_

During what hours will they be on site? \_\_\_\_\_

**4. BUILDINGS**

The proposed conditional use permitted must comply with all applicable fire safety and emergency vehicle access requirements as well as other requirements of the State Construction Code, local Fire Code and the Eaton County Construction Code Department.

Will you construct or install any new building(s) or additions to existing structure(s)?

What are their dimensions (Width, Length, Height) \_\_\_\_\_

Construction Type \_\_\_\_\_

Proposed Completion Date \_\_\_\_\_

Will any existing building(s) be used for the business?

Please provide the dimensions (Width, Length, Height) \_\_\_\_\_

Year Built \_\_\_\_\_ Construction Type \_\_\_\_\_

Describe the areas in the building and how they will be used:

\_\_\_\_\_

**PROPERTY INFORMATION**

5. **Current zoning of the property** (select one) *information available from Planning Administrator*

Limited Agriculture (LA)      Residential (R1, R2, R3)      Commercial (C1, C2)      Industrial      Resource Conservation

6. **Is the property enrolled in Public Act 116 – The Farmland Preservation Act?**      **Yes**      **No**

7. **Please list all persons and/or firms with legal or equitable interest in this parcel:**

\_\_\_\_\_

8. **Is the property located within 500 ft. of a stream, drain, lake, pond or seasonally flooded wetland?**      **Yes**      **No**      (if yes, explain)

\_\_\_\_\_

9. **Does the property lie within a designated 100 year flood plain?** (If yes, the applicant should contact the MI Dept. of Environmental Quality for state permit requirements.)      **Yes**      **No**

10. **Do you plan to construct or upgrade access drive(s) to the site that will cross a flood plain, seasonally flooded wetland, county drain, or stream?**      **Yes**      **No**  
(if yes, explain)

\_\_\_\_\_

11. **Current Use(s) of the applicant property** (Please indicate if used as residence, agricultural, Commercial, etc.):

\_\_\_\_\_

12. **Current Use(s) of other area properties:** (Indicate if residential, agricultural, commercial, etc.):

\_\_\_\_\_

**13. PLEASE ATTACH A LEGAL DESCRIPTION OF THE PROPERTY**

A legal description of the parcel is in the deed, land contract, or tax information for the property. It must include any deed restrictions, easements, etc.

**14. PLEASE ATTACH A SITE PLAN! (Please label with applicant name and page number)**

A site plan is a scale drawing that shows the boundaries of the property, any structures, buildings on the property, public or private roads, driveways, easements, or other property features, and any natural features including bodies of water, wetlands, etc. The site plan MUST include the following:

- a) Property dimensions (measurements of all property boundaries, include road frontage).
- b) Any easements or public right of way, including utility easements or ingress/egress.
- c) Location(s) of existing and proposed driveways.
- d) All existing and proposed buildings, accessory structures, and outdoor storage area(s) (for vehicles, equipment, or materials) with measurements between them and to property boundaries.
- e) Bodies of water, creeks, lakes, ponds, county drains, marshes, and seasonally flooded wetlands, etc. (Show distances from building sites, parking, and storage areas).
- f) Proposed grades and site drainage pattern(s) (Include drainage patterns around the entire perimeter of the property).
- g) Location of water supply and location and design of waste water systems.
- h) All existing and proposed signs.

**15. PUBLIC HEALTH AND SAFETY**

*Proposed businesses must comply with all applicable requirements of the Barry-Eaton District Health Department and the State of Michigan.*

Describe the water and septic source(s) employees and/or clients will use.

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Describe how the proposed business will comply with requirements for the use of public water, sanitary sewage, and solid waste removal.

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What equipment, vehicles, materials, etc. will be stored at the site? Please describe.

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**16. TRANSPORTATION**

*The proposed land use must fully conform to the driveway and traffic safety standards of the Michigan Department of Transportation and the Eaton County Road Commission.*

Entrance/Exits to the Site:

Number of current entrances (driveways) from a public street\_\_\_\_\_

Will any additional entrances or exits to the site be created/used?      **Yes**                      **No**

Are driveways paved?              **Yes**                      **No**

Do driveways have curb and gutter:                      **Yes**                      **No**

What is the anticipated traffic in and out of the site? Please estimate the number and types of vehicles: \_\_\_\_\_

Proposed parking on site for \_\_\_\_\_ vehicles will be provided.

Is parking area lighted?              **Yes**                      **No**

Is parking area paved?              **Yes**                      **No**

How are supplies delivered/brought to the site?

Semi Trucks

Light Delivery Trucks

Other (explain) \_\_\_\_\_

**17. PLANNING COMMISSION DECISIONS**

The Planning Commission's decision will be based upon compliance with the specific requirements of the Hamlin Township Planning and Development Code (Zoning Ordinance), and the general standards listed below:

The project complies with the applicable land use policies in the Hamlin Township Zoning Ordinance, and promotes the intent and purpose of the Hamlin Township Master Plan, and other township and county ordinances, standards, and requirements.

Essential public facilities are adequately provided to the project, including streets, police and fire protection, emergency care, schools, storm water drainage, public transportation, and public recreation, or the owner/developer shall provide adequately any such service(s). Additional requirements at public cost for such facilities and services will not be detrimental to the economic welfare of the community.

Location and design of driveways providing vehicular ingress/egress, and parking areas are designed to avoid common traffic problems and promote the safety and convenience of vehicular and pedestrian traffic. The traffic generated by the project will not significantly or adversely impact the adjacent road system.

On-site sanitation facilities, including sewage disposal, potable water supply, storm water, and solid waste disposal, are properly designed and capable of handling the project's long-term needs.

The project is harmonious and compatible with the existing land use, natural features, and planned character of the adjacent property and general vicinity, and the project will not result in conditions that are detrimental to the surrounding persons or property.

**Have you requested or received a variance or other Conditional Use Permit for this property?**

**Yes**

**No**

(If yes, please explain \_\_\_\_\_)

Were you notified of a violation of the Hamlin Township Zoning Ordinance or Eaton County Building Codes:

**Yes**

**No**

(If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

**Explain why this request should be granted. Describe how it will affect the surrounding area. Respond to the Planning Commission’s standards listed above.** (Attach additional sheet if needed.)  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT**

I acknowledge that if a permit is granted that the decision does not relieve me from compliance with all other federal, state, and local laws and requirements. I affirm that I am involved in this application and that the answers and statements herein contained, and the information provided is true, accurate and correct. I understand that if it is not, this application and any approvals are void. I hereby give Hamlin Township officials permission to inspect the property to verify information and to verify compliance with rules and conditions. I also agree that I am able, financially, legally and physically, and I will commence this use, as approved, within six (6) months.

\_\_\_\_\_  
Applicant(s) Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant(s) Signature(s)

\_\_\_\_\_  
Date