



SPECIAL USE PERMIT APPLICATION

Group Day Care Home

City of Mt. Pleasant
Planning and Community Development Department
320 W. Broadway Street
Mt. Pleasant, MI 48858
(989) 779-5347 • Fax: (989) 773-6791
www.mt-pleasant.org

OFFICE USE ONLY
Filing fee: \$250.00
Case #: _____
Submission Date: _____
Meeting Date: _____

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

Note: If the applicant is anyone other than the owner, application must be accompanied by a signed letter of authorization from the owner.

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 any Special Use Permit approval issued as a result of this application.	
Signature: _____	Date: _____

V. PROJECT DESCRIPTION

How many children is the home proposed to be licensed to care for? _____
What are the proposed hours that the day care will provide supervision to children each day? _____
What days of the week will the day care provide supervision? _____
Will any persons living outside of the home be employed in the day care? Yes No
Total number of employees _____ Employed full or part time? _____

Proximity to Other State Licensed Facilities:

- Will the proposed day care be within 300 feet (measured property line to property line) from any of the following:
- Another licensed group day care home? Yes No
 - A foster family group home? Yes No
 - A licensed child care center? Yes No
 - A licensed adult foster care small group or large group home? Yes No
 - A licensed facility offering substance abuse treatment and rehabilitation services to seven or more people?
 Yes No
 - A community correction home, resident home, halfway house or other similar facility that houses an inmate population under the jurisdiction of the Department of Corrections? Yes No

Play Area Requirements:

Indoor Play Area:

- Total area of indoor play area: _____ sq. ft.
- There must be a minimum of 35 square feet of indoor play area per each child (the minimum indoor play area for 12 children is 420 square feet).
- Indoor play area may not include hallways, bathrooms, reception or office areas, kitchens, closets and storage areas, or areas used exclusively for rest or sleep.

Outdoor Play Area:

- Total area of outdoor play area: _____ sq. ft.
- There must be a minimum of 150 square feet of outdoor play area per each child (the minimum outdoor play area for 12 children is 1,800 square feet).
- Will the outdoor play area be completely enclosed by a fence? Yes No
- Will the fence be a minimum of 30 inches high? Yes No
- Will all outdoor playground equipment be at least 12 feet from residential dwellings located on surrounding properties? Yes No

**Note: the Planning Commission MAY waive the outdoor play area requirement if a public park or school is available for outdoor play within 500 feet of the property.

- Are you requesting a waiver to the outdoor play area requirement? Yes No
- If yes, please list the park or school that is within 500 feet of your property: _____

Inspection Requirements:

Section 154.051(C)(4) of the Zoning Ordinance requires that all Group Day Care Homes be inspected by the Building Official and Fire Marshal prior to opening and annually thereafter for compliance with current codes.

I agree to comply with these inspection requirements

VI. APPLICATION MATERIALS

The following is a checklist of items that must be submitted with applications for Special Use Permit. The applicant must submit 15 copies of any documents that are larger than 11" x 17" (folded to 8½" x 11"). Incomplete applications will not be processed.

- Completed application form
- Application fee
- Owner authorization letter (if applicant is anyone other than the property owner)
- Site plan and floor plan (see below for requirements)
- Responses to the seven criteria for Special Use Permits (see attached pages)
- Placement of a Zoning Issue sign (see additional instructions)
- Any other information deemed necessary

VII. DEVELOPMENT SITE PLAN REQUIREMENTS

The applicant shall submit a site plan for the property and a floor plan for the home. Please see the attached samples for guidance on acceptable drawings. The drawings shall be drawn to a readable scale.

The site plan drawing shall include all of the following information:

- Lot lines
- Existing and proposed structures
- Fences
- Parking areas and spaces
- Stationary outdoor play equipment
- Structures on neighboring properties, if in close proximity to outdoor play areas and equipment

The floor plan drawing shall include all of the following information:

- The interior layout of those areas of the home that are used for the day care and/or open to children receiving care
- Location(s) of the indoor play area identified in Section V. of this application

VIII. APPLICATION DEADLINES

Applicants for Special Use Permit are required to meet with City staff prior to submitting an application. Staff can assist with a preliminary review and explain zoning requirements. Please call (989) 779-5347 to schedule an appointment.

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 Planning Commission meeting calendar. Upon receipt of a complete application and installation of a Zoning Issue sign at the property site (see guidelines for placement), 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.

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 154.171 (A) 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 shall be one listed as a permitted special use for the zoning district in which the property is located and the special 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 shall be designed, constructed and maintained in a manner which reflects or enhances the character of the surrounding neighborhood within 300 feet measured lot line to lot line. The special use shall be operated in a manner compatible with surrounding land uses within 300 feet. 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 exterior structure is compatible with the surrounding area (defined as adjacent and/or abutting properties including those properties separated by streets alleys or other rights-of-way) and how the use is compatible with surrounding land uses.

- (4) The special 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 will not have an adverse impact on the surrounding neighborhood within 300 feet in regards to traffic, noise, architectural compatibility, hours of operation, light, odors, etc.

- (6) The special 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 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 shall be able to continually provide adequately for the services and facilities deemed essential to the special use under consideration.