



## SPECIAL USE PERMIT APPLICATION

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](http://www.mt-pleasant.org)

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

### Important Information to Applicants for Special Use Permit:

#### PRE-APPLICATION CONFERENCE

A pre-application meeting with City staff is required prior to submitting a special use permit application. Staff can assist with a preliminary review of a site plan, review project timelines, and explain zoning requirements. Pre-application meetings often address circumstances that would otherwise result in an application being postponed. Please call (989) 779-5347 to schedule an appointment.

#### COMPLETE APPLICATION REQUIRED

The Special Use Permit 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 the Community Development Office at (989) 779-5346 or [jkain@mt-pleasant.org](mailto:jkain@mt-pleasant.org)**. Additional information can also be found in the Planning and Community Development section and the Planning Commission section of the City's website at [www.mt-pleasant.org](http://www.mt-pleasant.org). Special Use Permit standards and procedures can be found in Section 154.171 of the City's Zoning Ordinance. The Zoning Ordinance can be reviewed in the City Code section of the City's website.

#### OTHER REVIEWS

In addition to Planning Commission approval, projects involving Special 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. This is particularly true of projects involving new buildings, expansions of buildings, or modifications to the property. Copies of the information that must appear on plans for approval by the DPW and DPS are attached.

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 Jason Moore at (989) 779-5405 or [jmoore@mt-pleasant.org](mailto:jmoore@mt-pleasant.org); questions about DPS requirements can be directed to Lt. Randy Keeler at (989) 779-5122 or [rkeeler@mt-pleasant.org](mailto:rkeeler@mt-pleasant.org).

Mission Street and Pickard Street, east of Mission are under the jurisdiction of the **Michigan Department of Transportation (MDOT)**. In addition to being subject to the City's Access Management Regulations (see Section 154.126 of the Zoning Ordinance), 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:

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

<b>II. PROPERTY INFORMATION</b>			
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:	

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

<b>IV. APPLICANT CERTIFICATION</b>	
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 Site Plan approval issued as a result of this application.	
Signature: _____	Date: _____

<b>V. OWNER AUTHORIZATION</b>	
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. 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)
- Development site plan (see below for requirements)
- Written statement regarding financial and developmental impacts on surrounding properties
- 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

### **VIII. SITE PLAN REQUIREMENTS**

Site plans for Special Use Permits of more than one acre land shall be sealed by a licensed surveyor, engineer, architect, or community planner, unless specifically waived by the City. Site plan requirements are outlined in Part VIII of the Site Plan Review Application.

### **IX. 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 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.

### **X. 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.