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ELK RAPIDS, MI 49629-0398



VILLAGE OF ELK RAPIDS
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VILLAGE OF ELK RAPIDS PLANNING/ZONING DEPT.

E-MAIL: vllgzoning@elkrapids.org

FOR OFFICE USE ONLY		
Application No. ZC-	Date Received	Application Fee \$

SPECIAL USE PERMIT APPLICATION

NOTICE TO APPLICANT(S)

APPLICATIONS REQUIRING SPECIAL USE PERMIT AND/OR SITE PLAN APPROVAL SHALL CONFORM TO THE REQUIREMENTS OF THE VILLAGE OF ELK RAPIDS ZONING CODE. A PUBLIC HEARING BEFORE THE PLANNING COMMISSION IS REQUIRED AND WILL BE SCHEDULED FOLLOWING A DETERMINATION BY THE PLANNING/ZONING DEPARTMENT THAT THE S.U.P. APPLICATION IS COMPLETE AND MEETS THE REQUIREMENTS OF THE VILLAGE OF ELK RAPIDS ZONING CODE.

PUBLIC HEARING NOTICES REGARDING REQUESTS FOR SPECIAL USE PERMIT/SITE PLAN APPROVAL WILL BE SENT TO RESIDENTS AND PROPERTY OWNERS WITHIN 300 FEET OF THE SITE INVOLVED IN THE REQUEST AND NOTICES WILL BE POSTED ON THE VILLAGE OF ELK RAPIDS WEBSITE AND PUBLISHED IN THE NEWSPAPER OF RECORD. THE OPINIONS AND CONCERNS OF RESIDENTS AND ADJACENT PROPERTY OWNERS ARE TAKEN INTO CONSIDERATION BY THE PLANNING COMMISSION DURING THE COURSE OF THE PUBLIC HEARING.

REGULAR MEETINGS OF THE PLANNING COMMISSION ARE HELD ON THE FOURTH TUESDAY OF EACH MONTH AT 7:00 P.M. AT THE ELK RAPIDS COMMUNITY GOVERNMENTAL CENTER.

THE USE MADE OF PROPERTY MAY NOT BE CHANGED; NO CLEARING, GRADING, EXCAVATION OR FILL FOR ANY LAND DEVELOPMENT MAY BE STARTED; NO STRUCTURES MAY BE CONSTRUCTED, ERECTED, MOVED OR ALTERED, EXCEPT ACCORDING TO THE REGULATIONS OF THE VILLAGE OF ELK RAPIDS ZONING CODE AND WITH THE ISSUANCE OF A LAND USE PERMIT BY THE PLANNING AND ZONING ADMINISTRATOR.

PROJECT NAME/LOCATION	
Name of Proposed Project/Development:	
Address Number & Street Name:	
Parcel Number:	Current Zoning Classification:

REQUIRED INFORMATION AND ACCOMPANYING DOCUMENTS

The following items must be provided at time of submittal to the Planning and Zoning Administrator:

- Completed Village of Elk Rapids Special Use Permit Application
- Permit Application Fee
- Project Site Plan Drawings per Site Plan Review Checklist (see page #16)
- Completed General Requirements Statement (see page #5)
- Completed Impact Assessment Statement (see page # 12)
- Electronic Version of entire S.U.P. Application documents and Site Plan Drawings (PDF Format)
- Antrim County Soil Erosion, Health Department, DEQ Permit(s), (if required)

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Application No. _____ Fee Tendered \$ _____ Cash Check No. _____

Application: Approved Denied

Authorized Signature:

Planning and Zoning Administrator

Date

VILLAGE OF ELK RAPIDS - GENERAL REQUIREMENTS STATEMENT

Applicants for all Special Use or Planned Unit Development Permits are required to provide the following General Requirements information as applicable to show that the proposed project/use will: (add additional pages if necessary)

1. Be compatible with adjacent land use, the natural environment and the capacities of public services and facilities affected by the proposed land use:

2. Be designed to protect natural resources, the health, safety, and welfare as well as the social and economic well-being of those who will use the land or activity under consideration, of residents and land owners immediately adjacent to the proposed land use or activity, and of the community as a whole:

3. Be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity:

4. Meet the standards established in the Village of Elk Rapids Zoning Code:

VILLAGE OF ELK RAPIDS - GENERAL REQUIREMENTS STATEMENT (cont.)

5. Be requested by an applicant who may legally apply for the permit requested and has submitted all required information:

6. Be a development, exclusive of Planned Unit Developments, which conforms to all regulations of the Zoning District in which it is located:

7. Meet the requirements of the Village for fire and police protection, water supply, sewage disposal or treatment, storm drainage, and other public facilities:

8. Meet the standards of other governmental agencies, where applicable:

VILLAGE OF ELK RAPIDS - GENERAL REQUIREMENTS STATEMENT (cont.)

9. Be designed such that natural resources will be preserved to a maximum feasible extent and that areas to be left undisturbed during construction shall be so indicated on the site plan and at the site per se:

10. Respect floodways and flood plains on or in the vicinity of the subject property:

11. Be constructed where soil conditions are suitable for excavation and site preparation. Organic, wet or other soils which are not suitable for development will either be undisturbed or modified in an acceptable manner:

12. Not cause soil erosion, sedimentation, or ground water pollution problems:

VILLAGE OF ELK RAPIDS - GENERAL REQUIREMENTS STATEMENT (cont.)

13. Be designed in accordance with the Antrim County Storm Water Management Ordinance to handle anticipated storm water runoff and to prevent runoff onto neighboring property or overloading of water courses in the area:

14. Not destroy the character of the property or the surrounding area or adversely affect the adjacent or neighboring properties:

15. Not disturb air drainage systems necessary for agricultural uses:

16. Be designed such that phases of development are in a logical sequence, so that any one phase will not depend upon a subsequent phase for adequate access, public utility services, drainage or erosion control:

VILLAGE OF ELK RAPIDS - GENERAL REQUIREMENTS STATEMENT (cont.)

17. Be designed such that the plan provides for the proper expansion of existing facilities such as public streets, drainage systems and water and sewage facilities and will not create excessive additional requirements at public cost for public facilities and services:

18. Provide for landscaping, fences or walls if required by the Village Council, Planning Commission or Zoning Administrator in pursuance of the objectives of the Village of Elk Rapids Zoning Code:

19. Provide that parking layout will not adversely affect the flow of traffic within the site or to and from the adjacent streets:

20. Provide that vehicular and pedestrian traffic within the site and in relation to streets and sidewalks serving the site shall be safe and convenient:

VILLAGE OF ELK RAPIDS - GENERAL REQUIREMENTS STATEMENT (cont.)

21. Provide that outdoor storage of garbage and refuse is contained, screened from view, and located so as not to be a nuisance to the subject property or neighboring properties:

22. Not be hazardous or disturbing to existing or future uses in the same general vicinity but will rather be a substantial improvement to the property:

23. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by noise, smoke, fumes, glare or odors:

24. Provide that the proposed development is in accord with the spirit and purpose of the Village of Elk Rapids Zoning Code and not inconsistent with, or contrary to, the objectives sought to be accomplished the Zoning Code and the principles of sound planning:

VILLAGE OF ELK RAPIDS - GENERAL REQUIREMENTS STATEMENT (cont.)

25. Be designed to ensure that all exterior lighting shall be so arranged that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted:

VILLAGE OF ELK RAPIDS - IMPACT ASSESSMENT STATEMENT

Applicants for all Special Use, Planned Unit Development or Commercial Site Plan Review Permits are required to complete the following written Impact Assessment information as applicable: (add additional pages if necessary)

1. A written description of the environmental characteristics of the site prior to development, such as topography, soil conditions, plant materials, drainage, streams, creeks, or ponds:

2. Types of land use and other man-made facilities:

3. The number of people to be housed, employed, visitors or patrons, and vehicular and pedestrian traffic to be generated:

4. Phasing of the project, including ultimate development proposals:

VILLAGE OF ELK RAPIDS - IMPACT ASSESSMENT STATEMENT (cont.)

5. Natural features which will be retained, removed, and/or modified, including vegetation, drainage hillsides, streams, wetlands, woodlands, and water. The description of the areas to be altered shall include their effect on the site and adjacent properties:

6. The method to be used to serve the development with water and sanitary sewer facilities:

7. The method to be used to control drainage on the site and from the site. This shall include runoff control during periods of construction:

8. If public sewers are not available to the site, provide a current approval from the Antrim County Health Department or other responsible public agency indicating approval of plans for sewer treatment:

VILLAGE OF ELK RAPIDS - IMPACT ASSESSMENT STATEMENT (cont.)

9. The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site, and consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights:

10. An indication of how the proposed use conforms with existing and potential development patterns and any adverse effects:

11. Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. A copy of Antrim County Soils and Erosion Control Permit is required prior to start of construction.

12. Type, direction and intensity of outside lighting:

VILLAGE OF ELK RAPIDS - IMPACT ASSESSMENT STATEMENT (cont.)

13. General description of deed restrictions, if any:

14. Name and address of person responsible for preparation of this statement:

**DETAILED SITE PLAN REQUIREMENTS CHECKLIST
FOR ALL SPECIAL USE PERMIT AND PLANNED UNIT DEVELOPMENT PERMIT APPLICATIONS**

13 copies of Detailed Site Plan for Special Use Permit applications (20 copies for P.U. D.'s), on paper measuring not more than 24" x 36", drawn to a scale not more than 50' to the inch, shall be submitted to the Planning and Zoning Administrator. One additional copy shall be submitted in a photo-reduced form on 11"x 17" paper. Unless specifically waived by the Planning and Zoning Administrator, the site plan shall be prepared by an Engineer, Architect, Landscape Architect, Surveyor, or AICP Professional Community Planner, licensed or certified to work in the State of Michigan.

DETAILED SITE PLAN REQUIREMENT CHECKLIST	
Included	Description
	Site plan prepared by an Engineer, Architect, Landscape Architect, Surveyor, or AICP Professional Community Planner, licensed or certified to work in the State of Michigan.
	A scale drawing of the site and proposed development thereon, including the date, name, address, and professional seal of the preparer.
	The scale of the drawing and North arrow.
	A vicinity map illustrating the property in relation to the surrounding area.
	Legal description, plat name, lot numbers, property lines including angles, dimensions, and reference to a section corner, quarter corner, or point on a recorded plat.
	Percentage of land covered by all buildings and accessory structures and that reserved for open space.
	Zoning Classification of the site and surrounding properties and any variance(s) to be requested.
	Topography of the site and its relationship to adjoining land illustrated at two (2) foot contours and including an area extending 100 feet from the parcel boundary.
	Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.
	Existing buildings and improvements on and within 50 feet of the subject parcel, including buildings, fences, landscaping, parking, screening and the location and footprint of each, and the location and specifications of any proposed above or below ground storage facilities for chemicals, salts, flammable or hazardous materials and their containment structures.
	Proposed buildings and improvements, including footprint, dimensions, locations, lot area, floor coverage, lot coverage percentage, building height, floor elevations, fences, trash receptacles and screening.
	Setback lines and their dimensions.
	Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.

DETAILED SITE PLAN REQUIREMENT CHECKLIST (cont.)	
Included	Description
	Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities.
	Storm water management plan in accordance with Antrim County Storm Water Control Ordinance including locations and details of proposed storm water management systems.
	Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development.
	Required and proposed number and location of parking spaces, maneuvering lanes, driveways and loading areas in accordance with §530., of this Code.
	Detail on proposed signage including illustrations of all proposed signs, their sign face area, height and nature of illumination if applicable, in accordance with §529., of this Code.
	A lighting plan in accordance with §527., of this Code.
	A detailed landscape plan prepared in accordance with §528., of this code.
	Any required approvals, permits, changes or modifications required by any applicable regulatory agency.
	Completed Impact Assessment Statement (pages 12-15, above)
	Completed General Requirements Statement (pages 5-11, below)
	Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Planning and Zoning Administrator or the Planning Commission to establish compliance with Village ordinances.