



GRAND RAPIDS CHARTER TOWNSHIP

1836 E. BELTLINE NE - GRAND RAPIDS, MI 49525 - (616) 361-7391 - FAX (616) 361-0137

www.grandrapidstwp.org

SPECIAL LAND USE

APPLICATION INSTRUCTIONS

- Please call 361-7391 to schedule a Pre-Application Conference with the Planning Staff
- Only complete applications will be processed. A complete application includes the following list of items pertaining to the requested Special Land Use:
 1. 11 full-sized, **folded copies** and 1 ledger-sized copy of a scaled, legible illustration with the required details.
 2. A separate detailed written statement fully explaining your request.
 3. Legal description of the property.
 4. All appropriate signatures and authorizations.
 5. The fee as listed. Please note that at no time shall the balance in the escrow account fall below \$500.00. Petitions will be held until the escrow account is replenished. If you have any questions, please call the Treasurer at 361-7391.
- Incomplete applications will be returned to the applicant.
- Attached to the application is a sheet outlining the Development Review Process. **Keep these instructions.** Also attached to the application is a calendar outlining meeting dates concerning your petition. **Keep this calendar.** Special Land Use petitions are heard in front of the Planning Commission only. Please note that because of the numerous applications that we receive, applications may be delayed if submitted on the last filing day, or if the agenda is full.

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SPECIAL LAND USE APPLICATION

1. Applicant: _____

Mailing Address: _____
Street City Zip

Daytime Phone: _____ Fax: _____

Other Phone: _____ E-mail: _____

2. Project Manager: (required) _____

Mailing Address: _____
Street City Zip

Daytime Phone: _____ Fax: _____

Other Phone: _____ E-mail: _____

3. Architect/Engineer: _____

Mailing Address: _____
Street City Zip

Daytime Phone: _____ Fax: _____

Other Phone: _____ E-mail: _____

4. Property Owner: _____

Mailing Address: _____

Daytime Phone: _____ Fax: _____

Other Phone: _____ E-mail: _____

5. Address of Property: _____

6. Legal Description of Property: _____

7. Permanent Parcel Number: 41-14-_____

8. Briefly Describe Request: _____

* Attach a detailed written statement fully explaining your request.

9. Present Use and Zoning of Property: _____

10. Attach an Accurate Drawing of the Site Showing:

- a) Property boundaries
- b) Existing and proposed buildings
- c) Unusual physical features of the site or building
- d) Abutting streets
- e) Existing zoning on adjacent properties
- f) Location of buildings on adjacent properties

11. See Chapter 24 of the Zoning Ordinance for further required information.

12. Names and Addresses of all other Persons, Firms or Corporations having a Legal or Equitable Interest in the Property: _____

*Applicant must provide lease, purchase agreement or written authorization from Owner.

DECLARATION:

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above legally described property on which the Special Land Use is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the requested Special Use Permit is granted, I am in no way relieved from all other applicable requirements of the Grand Rapids Charter Township Zoning Ordinance.

By virtue of my application for a Special Land Use, I do hereby declare that the appropriate appointed officials and Township staff responsible for the review of my application are given permission to visit and inspect the property proposed for a Special Land Use in order to determine the suitability of the request.

Applicant Signature: _____ Date: _____

Applicant Name: _____

FILING FEE: \$200.00 + \$500.00 Escrow Essential Services, Parks, Daycare and Foster Care Homes. Attached accessory dwellings.

\$1000.00 + \$1000.00 Escrow all other Special Land Uses.

\$200.00 + \$500.00 Escrow if within one year of first approval.

Office Use Only	
Date Filed: _____	Fee Paid: _____
PC Meeting: _____	Received By: _____
Case Number: SUP- _____	

GRAND RAPIDS CHARTER TOWNSHIP DEVELOPMENT REVIEW PROCESS SCHEDULE OF DEADLINES AND MEETING

PRE-APPLICATION CONFERENCE:

Developers are encouraged to meet with Township staff prior to any extensive design and submission of an application. **No design or engineering work is required for these meetings**, but developers should bring enough information to enable the participants to productively discuss any proposed development. Pre-application conferences will give the Township and the developer an opportunity to discover and discuss issues and problems that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review process. These conferences will make the entire review process more efficient and should reduce cost to both the Township and developers as part of a better coordinated review.

An appointment for a Pre-Application Conference can be scheduled by calling the Planner at 362-7391. While a Pre-Application Conference is not required, it is **highly recommended**. Where a pre-application conference does not occur, the developer is encouraged to be familiar with all Township requirements and to submit a complete and fully documented application. Incomplete applications will be returned without further review.

DEVELOPMENT REVIEW MEETING:

The Township will schedule a Development Review Meeting for most applications shortly after the application deadline. The Township will have representatives from the Planning and Fire Departments and the Township Engineer present. Based on staff review of submitted documents, problems, requirements and issues concerning the development project will be discussed at this meeting. The degree to which complete documentation has been provided in the application will determine the success of this review and ultimately, the timely consideration of projects by the Planning Commission and Township Board. It is the applicants responsibility to provide minutes of their portion of the meeting to Planning Staff.

RECOMMENDATION TO PLANNING COMMISSION:

The Development Review Meeting may generate changes to the application documentation. There will be a period of **one-week** following this meeting for the developer to make necessary changes and submit them to the Planner for final review and approval to place the item on the Planning Commission's agenda. If, for some reason, the application is still incomplete or all issues have not been resolved in a timely manner, the item may be withheld from that agenda until complete.