

# City of Potterville

## Special Use Permit Application

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641

Fax: (517) 645-7810 ♦ [www.pottervillemi.org](http://www.pottervillemi.org)

**Applicant Name(s):**  
\_\_\_\_\_  
\_\_\_\_\_

*Circle one* Property Owner                  Representative  
(must have proof of ownership/owner permission)

**Mailing Address:**  
Street \_\_\_\_\_  
City, \_\_\_\_\_ State, \_\_\_\_\_ zip \_\_\_\_\_

**Phone(s):** \_\_\_\_\_

**Property Address:** (if different than above)  
Street \_\_\_\_\_

**Property Code:**     -     -     -     -

**Office Use   Staff will complete**

**Case No.:** \_\_\_\_\_

**Fee \$400.00** check \_\_\_\_\_ cash \_\_\_\_\_

**Date received:** \_\_\_\_\_

**Planning Commission**  
Hearing Date: \_\_\_\_\_

Decision:                  Approved                  Denied

Decision date: \_\_\_\_\_

### **SITE DEVELOPMENT PLANS**

**1. Where in the Zoning 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 the site? \_\_\_\_\_

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

**4. BUILDINGS**

*The proposed special 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 structures?**

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.

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**PROPERTY INFORMATION**

**5. Current zoning of the property (*Circle one*) Information available from Community Development Dept.:**

Rural Residential (R-R)      Residential (R-1, R-2, R-3, R-4)      Business (B-1, B-2, B-3)      Industrial (I-1, I-2)

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

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

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

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**3. 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**

**4. 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)**

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

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

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

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

**8. 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, including 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.

**9. 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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**10. TRANSPORTATION**

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

**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) \_\_\_\_\_

**11. PLANNING COMMISSION DECISIONS**

Before making a decision on a special land use permit application, the planning commission shall establish, beyond a reasonable doubt, that the following general standards, as well as the specific standards outlined in each applicable section of the article, shall be satisfied.

The planning commission shall find adequate evidence that each use on its proposed location will:

1. Be harmonious with and in accordance with the general principles and objective of the Master Plan for the City of Pottersville.
2. Be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that a use will not change the essential character of the area in which it is proposed.
3. Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole.
4. Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools.
5. Not involve uses, activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
6. Be consistent with the intent and purposes of the zoning district in which it is proposed.

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

Yes                      No      (If yes, please explain) \_\_\_\_\_

**Were you notified of a violation of the Zoning Ordinance or Eaton County Building Code?**

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 city 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 months.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date