



DELTA CHARTER TOWNSHIP
Planning Department
7710 West Saginaw Highway
Lansing, Michigan 48917
Phone: (517) 323-8560 Fax: (517) 323-8599

SPECIAL LAND USE PERMIT APPLICATION

1. **APPLICANT:** Name: _____
(Last) (First) (M.I.)

Address: _____
(No. & Street) (City) (State) (Zip)

Phone Nos: _____
(Work) (Home) (Cell) (Fax)

2. **APPLICANT'S INTEREST IN PROPERTY:** _____

3. **OWNER:** Name: _____
(Last) (First) (M.I.)

Address: _____
(No. & Street) (City) (State) (Zip)

Phone Nos: _____
(Work) (Home) (Cell) (Fax)

4. **REQUESTING SPECIAL LAND USE PERMIT FOR (Specify Use):** _____

5. **LEGAL DESCRIPTION OF PROPERTY:** _____

6. **ADDRESS OF PROPERTY:** _____

7. **PRESENT USE OF PROPERTY:** _____

8. **ATTACH REQUIRED SITE PLAN DRAWING:** Section 18.1.0 B.(3) of the Delta Township Zoning Ordinance requires all applications for Special Land Use Permits be accompanied by a reproducible copy (mylar or sepia) of a site plan meeting the requirements of Section 19.4.0 A.(1), (2), (a), excluding contours, (b), (c), (o), (p) and (3) of the Zoning Ordinance.

9. **NAMES & ADDRESSES OF ALL OTHER PERSONS, FIRMS, OR CORPORATIONS HAVING A LEGAL INTEREST IN THE PROPERTY:** _____

10. **APPLICANT'S SIGNATURE:**

X _____ Date: _____

11. **OWNER'S SIGNATURE:**

X _____ Date: _____

-OFFICIAL USE ONLY-

CASE NO: _____

FILING DATE: _____

REC'D BY: _____ RECEIPT NO: _____

PC ACTION: _____ DATE: _____

BOARD ACTION: _____ DATE: _____

EFFECTIVE DATE: _____

DELTA TOWNSHIP REZONING & SPECIAL LAND USE PERMIT APPLICATION & REVIEW PROCESS GENERAL INFORMATION

I. Application Fees

--- Rezoning Application	\$ 800
--- Special Land Use Permit (SLUP) Application	\$ 800
--- Combination Rezoning & SLUP Application	\$1,300
--- Extension of Existing SLUP	\$ 200
--- Home Occupation and Group Day Care SLUP=s	\$ 125

The application fees cover the cost of advertising the rezoning or special land use permit, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. These public notification procedures are required by State of Michigan law. Delta Township normally advertises public notices in the Grand Ledge Independent and Delta Waverly News Herald newspapers.

II. Meeting Dates

The Delta Township Board normally meets on the first and third Mondays of each month at 6:00 p.m. in Public Meeting Room A of the Delta Township Administration Building.

The Delta Township Planning Commission normally meets on the second and fourth Mondays of each month at 7:00 p.m. in Public Meeting Room A of the Delta Township Administration Building.

III. Processing Period

Rezoning and special land use permit applications usually take from 60 to 90 days to process. Applications should be submitted at least 30 days prior to the meeting at which the Planning Commission first considers the application.

IV. Application Procedures

Whenever an application is filed to rezone property or obtain a special land use permit, the following steps are followed in processing the application. In many cases, an application for a rezoning and special land use permit for the same property may be processed simultaneously.

- (1) An application for a rezoning or special land use permit is submitted to the Planning Division along with the required fee. The application must be signed by the owner(s) of the property for which the application has been submitted. Applications for special land use permits must also be accompanied by a detailed digital version (pdf) of the Section 19.4.0 A.(1), (2), (a), excluding contours, (b), (c), (o), (p) and (3) of the Zoning Ordinance of the Delta Township Zoning Ordinance.
- (2) If the application is for a rezoning, the Delta Township Board formally introduces and accepts the application, and refers the case to the Planning Commission for a public hearing.
- (3) The Planning Commission sets a date for a public hearing on the rezoning or special land use permit request.
- (4) Notice of the public hearing is advertised in local newspapers.
- (5) Written notices of the public hearing are mailed to all property owners and/or occupants within 300 feet of the subject property. This mailing list derived from the most recent Township tax roll.

- (6) Signs are posted on the subject property, which note the request and the date of the public hearing, by the Planning Division staff approximately five to seven days prior to the public hearing date.
- (7) A report analyzing the rezoning or special land use permit request is prepared by the Planning Division staff. This report contains staff's recommendation to the Planning Commission on the request and is available on request approximately seven days prior to the public hearing date.
- (8) The public hearing is held by the Planning Commission. The applicant and others in attendance are provided an opportunity to speak on the rezoning or special land use permit request. Following the public hearing the Planning Commission will render a decision on the request. The Commission may vote to approve, deny, modify, or postpone the rezoning or special land use permit request. In all rezoning and special land use permit cases, this action by the Planning Commission serves as a recommendation to the Township Board. The Township Board then makes the final decision in the case and may vote to approve, deny, modify, or postpone the rezoning or special land use permit request. In the event of combination requests for a rezoning and a special land use permit, the rezoning must be first be granted by the Township Board before the special land use permit becomes effective.
- (9) Prior to making the final determination in a rezoning or special land use permit case, the Township Board reviews the staff report prepared by the Planning Division, the Planning Commission's recommendation, and the written record from the public hearing.
- (10) The applicant is notified of the final disposition of the rezoning or SLU request. In the case of a rezoning, the Township Board's resolution of approval is published in a local newspaper within 10 days of the date of approval.

**DELTA TOWNSHIP SPECIAL LAND USE PERMIT SUBMITTAL REQUIREMENTS
AS MANDATED BY THE DELTA TOWNSHIP ZONING ORDINANCE**

Applications for Special Land Use Permits shall consist of the following:

- (1) A completed application form and \$800 application fee.
- (2) A digital pdf version, and five (5) paper copies, of the site plan at a scale of not less than one (1) inch equals one hundred (100) feet on a sheet not less than 18" x 24" or larger than 24" x 36" feet with the following minimum information:
 - (a) Legal description of site, dimensions of site boundary lines, total site area, and locations of all buildings, driveways, parking areas; and other structures on adjacent properties within one hundred (100) feet of the property, including those located across the street from the property.
 - (b) Required and proposed building setbacks, and if applicable, distances between buildings on the site.
 - (c) Location of abutting streets and proposed alignment of streets, drives and easements serving the development, including existing rights-of-way and pavement widths.
 - (d) North arrow, legend, graphic and written scale, and title block containing the project name.
 - (e) The name and address of the person and firm who drafted the plan, the seal of the professional (licensed in the State of Michigan) responsible for the accuracy of the plan and the date on which the plan was prepared.
- (3) The Planning Commission and/or Township Board, as applicable, may require written statements relative to the impact on existing utilities, natural features, or the environment. A minimum, the applicant at the time of application must provide a detailed written description of the activities proposed to take place on the subject parcel, the number of employees, days and hours of operation, customer/traffic volumes, locations of similar uses operated by the applicant, etc.
- (4) A traffic impact study is required for uses which could generate at least 100 directional trips during the peak hour of the traffic generator, or the peak hour on the adjacent streets, or over 1,000 trips in an average day. Forecasted trip generation shall be based upon equations/rates outlined in the most recent edition of the Institute of Transportation Engineer's (ITE) Trip Generation Manual or other authoritative studies available. The traffic impact study must be submitted at the time of application. It must be prepared under the direction of a traffic/transportation engineer registered in Michigan (PE) with a history of completing impact studies and other traffic engineering analyses. The preparer's resume shall accompany the study. The Delta Township Planning Department staff can aid in determining trip generation and can provide a listing of local traffic engineering firms.
- (5) An application for a Special Land Use Permit shall not be considered complete until all of the above information/materials have been submitted to the Planning Department. Applications must be submitted at least thirty (30) days prior to the meeting at which the Planning Commission will first consider the Special Land Use Permit Request. The Delta Township Planning Commission meets on the second (2nd) and fourth (4th) Mondays of each month.