

## SPECIAL LAND USE PERMIT PROCEDURES

The application for a Special Land Use permit, also referred to hereafter as Special Use permit, shall be submitted to the Building Inspector along with any accompanying fees and processes under the following procedures:

1. SUBMISSION OF APPLICATION. An application shall be submitted through the Building Inspector. Each application shall be accompanied with payment of a fee as established by Village Officials.

In the event the allowance of a desired use requires both a Rezoning and Special Use permit, both requests may be submitted jointly, subject to the following:

- a) The Ordinance procedures for each shall be followed as specified.
- b) All applicable standards and specifications required by this Ordinance shall be observed.

2. DATA REQUIRED:

- c) Proposed use of property, (please describe).
- d) The name, address, and telephone number of the applicant.
- e) The legal description of the subject parcel of land and its current zoning.
- f) A property scaled site plan with a preferred scale of 1" (one inch) for 20' (twenty feet).
- g) Location, arrangement and dimensions of existing and proposed driveways, streets, sidewalks, easements, parking areas and structures(s). Construction materials to be specified.
- h) General layout of existing vegetation and of proposed landscaping.
- i) Approximate size, location, height, floor area, and the position of all existing or proposed structures situated near the site.
- j) Relationship of proposed site to all existing utilities including sewer, water, nearest fire hydrant, storm drainage, gas, electricity, and telephone. All materials types, size, and location will be identified.
- k) Location and type of any existing and proposed signs. Existing and proposed lighting of the site will also be shown.

VILLAGE OF SANFORD  
APPLICATION FOR SPECIAL USE PERMIT

PLEASE PRINT

Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Existing Zoning of Property:  
\_\_\_\_\_  
\_\_\_\_\_

Legal Description of Property Under Construction:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is Rezoning Necessary?  
\_\_\_ yes      \_\_\_ no

Is the proposed use  
specifically authorized in  
the Village?  
\_\_\_ yes      \_\_\_ no

What is the proposed use of the property?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Land Use Certification:

I, \_\_\_\_\_, certify that all

(Applicant's Name)

requirements of the Village Zoning Ordinance will be complied with.

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

A Site Plan is required of all Special Land Uses.

SITE PLAN MINIMUM REQUIREMENTS

Your application must include a Site Plan with the following information:

- 3. A properly scaled Site Plan with a preferred scale of 1" (one inch) for 20' (twenty feet) or greater.
- 4. Location, arrangement and dimensions of existing and proposed driveways, streets, sidewalks, easements, parking areas, and structure(s). Construction materials to be specified.
- 5. General layout of existing vegetation and of proposed landscaping.
- 6. Approximate size, location, height, floor area and juxtaposition of all existing or proposed structures.
- 7. Relationship of proposed site to all existing utilities including sewer, water, nearest fire hydrant, storm drainage, gas, electricity, and telephone. All material type, size and location will be identified.
- 8. Location and type of any existing and proposed signs. Existing and proposed lighting of the site will be shown.

Any questions, please call the Building Inspector, Ed Gannon, at 835-8866, or the Village Clerk, Aileen Acker, at 687-7667. Completed applications should be mailed to:

Village of Sanford  
Attn: Brett Spangler  
PO Box 30  
Sanford, MI 48657

-----OFFICE USE ONLY-----

Building Inspector's Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Date Received: \_\_\_\_\_

Letter Sent: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Legal Desc. Confirmed: \_\_\_\_\_

Other Action:

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Signed: \_\_\_\_\_