



Applicant Checklist for Special Use Permits

SU-1/5

1. A Special Use Permit application package is available from the Community Planning and Development Department. The application shall be completed in full with the appropriate fee to this office. The office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday
2. The application package consists of one (1) applicant checklist, one (1) application form, and one (1) review guidelines form.
3. Special Use Permits are permits that allow for uses of land that require individual review and restriction in order to ensure compatibility with the surrounding area, public services and facilities, and adjacent land uses.
4. Applications for special use permits shall be submitted to the Community Planning and Development Department. Each application shall be accompanied by the payment of a fee.
5. An application for a special use permit shall include a site plan as specified in Section 1.1 of the Zoning Ordinance.
6. It is your responsibility to ensure that the PUD plan is complete. An incomplete PUD plan may take additional time to review.
7. The application will be forwarded to the Planning Commission for a public hearing.
8. Planning Commission meetings are held the first Thursday of every month, beginning in the City Commission Chambers at 7:00 p.m.
9. A notice of the public hearing must be published between five [5] and fifteen [15] days before the public hearing. As a general rule, the application must be received by the Community Planning and Development Department **at least** four (4) weeks prior to the Planning Commission meeting.
10. You will receive a notice in the mail , and you are expected to attend the Planning Commission meeting.
11. The Planning Commission, upon approving the final development plan, will forward the project to the City Commission.
12. It is your responsibility to review the appropriate sections of the Zoning Ordinance, including Chapter IX.

If you have any questions on completing this application, please call the Community Planning and Development Department at (269) 337-8044.



Application for Special Use Permit

Fully completed application, fee, and all related documents must be returned to the Community Planning and Development Department **at least four (4) weeks prior** to the Planning Commission Meeting,.

Please Include the \$ Fee

SU-2/5

*****Return to the Community Planning and Development Department,
415 Stockbridge Avenue, Kalamazoo, MI 49001*****

A. Applicant Information

Name of Applicant _____ Phone _____
Address _____ Fax _____
City _____ State _____ Zip _____

[If the applicant is not the property owner, a letter signed by the owner agreeing to the Special Use Permit must be included with the application]

Owner of Parcel [if different than applicant] _____ Phone _____
Address _____ Fax _____
City _____ State _____ Zip _____

Provide names and addresses of any other person having a legal or equitable interest in the property

B. Property Information

Street or Street Address _____
This property is located between _____ street
and _____ street, on the
 north south east west side of the street.

Number of acres _____

Legal Description of the property [may be on a separate sheet attached to this application] _____

C. Purpose of Request [describe briefly the nature of your request] _____

D. Attachments [8 – 24” x 36” prints; 2 – 11” x 17” prints]

- Development Site Plan
- Topographic Map
- Architectural Renderings [may be waived by the City Planner]

This application shall be completed in full and accompanied by all supporting data and the application fee before it will be accepted by the City of Kalamazoo.

Signature of Applicant _____ Date _____

Signature of Owner (if different than applicant) _____ Date _____



Review Guidelines for Special Use Permits

SU-3/5

A. Required Information

A special use is a use other than a permitted use within a particular zoning district which has characteristics which may adversely affect the surrounding area. It is authorized only if certain standards are met and after review and approval by the Planning Commission.

The application shall be accompanied by a site plan, which shall contain the following information:

1. The date, north arrow, and scale. The scale shall not be less than one [1] inch equals twenty [20] feet for property under three [3] acres, and at least one [1] inch equals fifty [50] feet for those projects three [3] acres or more;
2. All lot and/or property lines are to be shown and dimensioned, including building setback lines;
3. The location and height of all existing and proposed structures located one and within one hundred [100] feet of the subject property;
4. The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, parking areas [showing dimensions of a typical parking space], unloading areas, and open space areas;
5. The location and the pavement and right-of-way width of all abutting roads, streets or alleys;
6. The name and address of the property owner and petitioner;
7. The location of all rubbish receptacles and landscaping and the location, height, and type of fences and walls;
8. Size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems;
9. Location of all fire hydrants;
10. Size and location of all surface drainage facilities;
11. Existing and proposed contour shall be shown on all site plans (two [2] feet intervals minimum).
12. Proposed soil erosion control measures.

B. In reviewing the application and site plan and in approving, disapproving, or modifying the same, the Planning Commission shall be governed by the following standards:

1. That there is a proper relationship between the existing streets and highways within the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways, and parking areas to ensure the safety and convenience of pedestrian and vehicular traffic;
 2. That the buildings, structures, and entryways thereto proposed to be located upon the premises are so situated as to minimized adverse effects upon owners and occupants of adjacent properties and the neighborhood in general.
 3. That as many natural features of the landscape shall be retained as possible where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood or help control erosion or the discharge of storm waters;
 4. That any adverse effects emanating from the proposed development and its activities upon adjoining residents or owners shall be minimized by appropriate screening, fencing, landscaping, setback and location of buildings, structures, and entryways;
 5. That all provisions of the city zoning ordinances are complied with unless an appropriate variance has been granted by the Zoning Board of Appeals;
 6. That the proposed development is accessible to emergency vehicles; and
 7. That the plan, as approved, is consistent with the intent and purpose of zoning to promote public health, safety, morals, and general welfare.
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Special Use Permit Checklist

For Staff Use Only

SU-4/5

A. Location of Parcel

B. Recording Dates

Staff/Applicant conference.....

Date:

Application received.....

Date:

Application..... Fee: \$

Date:

Site Plans Received.....

Date:

Field check and photograph.....

Date:

Staff Report.....

Date:

Review committee distribution.....

Date:

Review committee meeting.....

Date:

Letter to applicant.....

Date:

Legal notice and area map to newspaper.....

Date:

Legal notice and map published.....

Date:

Notification of date, time, and place of public hearing and map mailed to applicant, property owners, neighborhood organizations, and utilities within 300 feet sent 15 days prior to public hearing.....

Date:

Planning Commission distribution.....

No. Sent

Planning Commission public hearing.....

No. Returned

Letter to applicant on action taken (copy to Zoning Inspector).....

Date:

Special Use Permit approval

Date:

Conditions imposed.....

Date:

Conditions:.....

Yes: No:

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Yes: No:

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Statement of Action

For Staff Use Only

SU-5/5

A. Applicant Information

Name of Applicant _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Owner of Parcel (if different from applicant) _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

B. Property Address _____

C. Your request for a Special Use Permit has been reviewed and approved/denied on... Date:

Purpose of Special Use Permit _____

Conditions, if any, and additional comments _____

D. This Special Use Permit will expire if material progress is not made towards the subject property by Date:

Performance bond, if any Amount \$

For the purpose of Description:

To be completed by Date:

The signature below shall attest to the fact that a special use permit request has been reviewed by the Kalamazoo City Planning Commission as requested by the applicant whose name appears above.

City Planner

Date