

Blair Township

ZONING DEPARTMENT

2121 Co. Rd. 633
Grawn, MI 49637
231.276.9263

Applications will NOT be accepted unless ALL information and fully completed application are submitted.

Submit ALL of the following:

1. Completed Application with site plan checklist filled out
2. Detailed cover letter of intent stating your request and all pertinent information
3. Detailed site plan (refer to Article 21).

Submit: 3 copies

4. Complete and submit application and site plan to GT Rural Fire-Ron Taylor (231)943-9725
5. Submit and receive documentation from GT County Health Department
6. Submit and receive documentation from GT County Soil Erosion
7. Submit and receive documentation from GT County Road Commission
8. All fees are non-refundable regardless of decision

-Administrative Review-\$100.00

APPLICATION FOR ADMINISTRATIVE REVIEW

PARCEL CODE #28-02_____

FILE# AR_____

DATE _____

REVIEWED BY _____

APPROVAL_____

SITE ADDRESS/PARCEL ID:_____

APPLICANTS NAME:_____

ADDRESS:_____

PHONE:_____ CELL_____

OWNERS NAME:_____

ADDRESS:_____

PHONE:_____ CELL_____

A) PRESENT SITE ZONING_____

EXISTING USE:_____

PROPOSED USE:_____

HOURS OF BUSINESS:_____

NUMBER OF SHIFTS:_____

NUMBER OF EMPLOYEES:_____

SINGLE OR MULTI BUSINESS:_____

ESTIMATED COMPLETION/OPENING DATE:_____

B) **EXISTING SITE CONDITIONS:**

EXISTING STREET ACCESS:_____

LOCATION OF EXISTING STRUCTURES ON SITE AND ADJACENT:

C) YARD REQUIREMENTS:

SETBACKS: PROPOSED

FRONT: _____

SIDE 1: _____

SIDE 2: _____

REAR: _____

D) STRUCTURES :

1.) PRINCIPAL BUILDING (S):

CONSTRUCTION TYPE: _____

GROSS FLOOR AREA (SQ FT): _____

2.) ACCESSORY BUILDING (S):

CONSTRUCTION TYPE: _____

GROSS FLOOR AREA: (SQ FT) _____

E) LOCATION OF ALL UTILITIES:

F) SITE CIRCULATION-STREET ACCESS:

DO PUBLIC STREETS RELATE TO ADJOINING PROPERTIES IE. FURTHER
STREETS, OUTLOTS? YES _____ NO _____

PRIVATE INTERIOR DRIVES YES _____ NO _____

DO PRIVATE DRIVES RELATE TO ADJOINING PROPERTIES IE; SERVICE
ROADS, ETC? YES _____ NO _____

NUMBER OR CURB CUTS TO PUBLIC STREETS _____

SPACING: _____

HAS ROAD COMMISSION APPROVED CUTS?

(PERMIT ATTACHED) YES _____ NO _____

HAS MDOT APPROVED CUTS?

(PERMIT ATTACHED) YES _____ NO _____

G) LANDSCAPING (NON PARKING AREA);

BUFFER STRIPS? YES _____ NO _____

DESCRIBE _____

BERMS? YES _____ NO _____

DESCRIBE _____

REFUSE DISPOSAL? YES _____ NO _____

DESCRIBE _____

IS ALL THE ABOVE MENTIONED DEPICTED IN DETAIL ON SITE PLAN?

YES _____ NO _____

H) PARKING AND LOADING SPACES, PARKING AISLES, BARRIER FREE:

I) PROVISIONS FOR WATER AND/OR SEWER SERVICES:

J) LEGAL DESCRIPTION ATTACHED ?

YES _____ NO _____

SURVEY ATTACHED ?

YES _____ NO _____

L) STANDARDS FOR DETERMINATION:

1. WILL THE PROPOSED USE 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?

YES _____ NO _____ EXPLAIN: _____

Administrative Review Application
Blair Township, Grand Traverse County

2. WILL THE PROPOSED USE BE COMPATIBLE WITH ADJACENT USES OR LAND AND THE NATURAL ENVIRONMENT?

YES _____ NO _____ EXPLAIN _____

3. WILL THE PROPOSED USE BE DETRIMENTAL TO ANY PERSONS, PROPERTY, OR THE GENERAL WELFARE, BY FUMES, GLARE, ODORS OR CHEMICALS?

YES _____ NO _____ EXPLAIN _____

BY SIGNING, YOU WILL ALLOW A REPRESENTATIVE OF THE TOWNSHIP TO DO ONSITE INSPECTIONS DURING TOWNSHIP BUSINESS HOURS FOR THE PURPOSE OF "COMPLIANCE OF YOUR REQUEST" IF A PERMIT IS ISSUED.

DATE: _____

OWNERS SIGNATURE _____

APPLICANT SIGNATURE _____

PLEASE ATTACH ANY OTHER PERTINENT INFORMATION.

SITE PLAN REVIEW CHECKLIST

Project _____

Case# _____

Parcel # _____

Section 21.02 Required Data

A site plan shall consist of an overall plan for the entire development. Sheet size shall be at least twenty-four (24) by thirty-six (36) inches with the plan drawn to a scale of not less than one (1) inch equals fifty (50) feet for property under three (3) acres, and at least one (1) inch equals one hundred (100) feet for properties (3) acres or more. Twelve (12) complete sets shall be submitted for Planning Commission review. Two (2) complete sets and one (1) 11 X 17 sized set is required for Administrative review.

1. Site plans shall contain the following information:
- | <u>Yes</u> | <u>No</u> | |
|------------|-----------|---|
| ___ | ___ | a. The name and firm address of the professional land surveying civil engineering or architectural firm(s) or person(s) in the case of building re-occupancy, responsible for the preparation of the site plan. |
| ___ | ___ | b. The name and address of the petitioner and property owner, if different. |
| ___ | ___ | c. Date of preparation, revision dates, north arrow, and scale. |
| ___ | ___ | d. Location of the development drawn at a scale of one (1) inch equal two thousand (2,000) feet with north point indicated. This location map shall depict the proposed development site, as well as all section lines and number, major roadways, and other significant area features. |
| ___ | ___ | e. All lot and/or property lines, lot and easement dimensions, and a legal description of the lot. Required yard setbacks shall also be depicted and dimensioned on the plan. |
| ___ | ___ | f. The location and height of all existing and proposed structures on and within one hundred (100) feet of the subject property and the names of all abutting properties within one hundred (100) feet of the subject property. |
| ___ | ___ | g. The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, trash receptacles, parking areas (including dimensions of a typical parking space), unloading areas, and natural features. |
| ___ | ___ | h. The location, pavement type, and right-of-way width of all abutting roads, roads, or alleys. |
- Yes No

Administrative Review Application
Blair Township, Grand Traverse County

- ___ ___ 1. The location and dimensions of all greenbelts, berms, fences, and and/or walls.
- ___ ___ j. Size and location of existing and proposed utilities including proposed connections to public sewer or water supply systems, and location of all fire hydrants.
- ___ ___ k. Size and location of all surface drainage facilities.
- ___ ___ 1. Proposed building elevations and floor plan.
- ___ ___ m. For multiple-family development site plans, there shall be shown typical elevation views of the front and side of each type of building proposed, as well as typical dimensioned floor plans for each type of dwelling unit.
- ___ ___ n. Site data chart comparing the existing and proposed improvements with the schedule of regulations for the appropriate zoning district, as well as parking and landscape requirement calculations.
- ___ ___ o. A summary schedule should be affixed, if applicable, which gives the following data:
 - 1) The number of dwelling units proposed, including the number, size, and location of one-bedroom units, two-bedroom units, mobile home sites, etc.
 - 2) The residential area of the site in acres and in square feet, including the breakdowns for any subareas or staging areas (excluding all existing rights-of-way).
- ___ ___ p. Location and function of both developed and undeveloped open spaces, as well as the layout of facilities to be included on developed open spaces.
- ___ ___ q. Depiction of major wooded areas and description of how they will be preserved.
- ___ ___ r. Site grading plans.
- ___ ___ s. Landscaping plans.
- ___ ___ t. Description of the areas to be preserved in a natural state.
- ___ ___ u. Existing and proposed contour shall be shown on all site plans (two (2) foot interval minimum) as may be required by the Township Engineer or Zoning Administrator.

Administrative Review Application
Blair Township, Grand Traverse County

Yes No

- ___ ___ v. Additional Required Information: The following information shall be submitted if requested by the Zoning Administrator:
- 1) A landscape plan identifying trees twelve (12) inches or larger in caliper.
 - 2) A description of all exterior building materials.
 - 3) Population profile for the development.
 - 4) Proposed financing.
 - 5) Traffic Impact Study.
 - 6) Market and Economic Feasibility Study.
 - 7) Other information pertinent to the development or use.

The requirements of this section are basic to all uses that require site plan approval. In addition, all site plans must demonstrate conformance with the applicable development requirements contained elsewhere in this Ordinance, such as off-road parking, loading, landscaping, unless specific requirement of this Zoning Ordinance is waived or modified by the decision making body as provided in this Ordinance.

Section 16.05 Greenbelt Buffers, Screening, Landscaping

- ___ ___ Right of Way Buffer (1 tree for every 30 feet of right of way frontage)
- ___ ___ Screening between land uses
- ___ ___ General site landscaping (1 tree for every 3,000 sq ft of site area)
- ___ ___ Parking Lot landscaping

Trash Screening

- ___ ___ 6 foot high walls
- ___ ___ Approved material

Section 19.12 Off –Road Loading and Unloading Requirements

- ___ ___ 10' x 50' with 14' clearance

Administrative Review Application
Blair Township, Grand Traverse County

Yes No

Parking

___ ___

of space per Section 19.09

___ ___

Appropriate # of barrier free spaces

___ ___

Correct width, length and maneuvering lane (section 19.11)