

# 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.

Please take note of meeting schedule. It is **highly** recommended that applicant submit plans prior to final submission date for the Zoning Administrator to review for compatibility with the Zoning Ordinance before printing multiple copies.

Submit ALL of the following:

1. Application with site plan checklist filled out
2. Site Plan, Floor Plan and Elevation Drawings per Section 21.02 of Zoning Ordinance

Submit:           12 copies for Planning Commission  
                      -(8) 11 X 17 copies & (4) 24 X 36 copies  
                      8 copies for Township Board  
                      -(8) 11 X 17 copies

3. Detailed cover letter of intent stating your request and all pertinent information addressed to the board
4. Blair Fire Department approval
5. GT Land Development Review (if applicable, meetings are last Wednesday of Month, need 3 weeks before)
6. GT County Health Department approval or Water/Sewer application (included in packet)
7. GT County Soil Erosion approval
8. GT County Road Commission approval
9. Business Registration(included in packet)
10. All fees are non-refundable regardless of the Board's decision

-Site Plan Review-\$400.00

Special Use / Site Plan Review Application  
Blair Township, Grand Traverse County

**Submittal and Meeting Schedule**

\*Schedule subject to change without notice

**Planning Commission**

Special Use and/or Site Plan Review

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Submission Date (On or By)	Planning Commission Meeting	Township Board Meeting
July 16, 2010	August 18, 2010	September 14, 2010
August 13, 2010	September 15, 2010	October 12, 2010
September 17, 2010	October 20, 2010	November 9, 2010
October 15, 2010	November 17, 2010	December 14, 2010
November 12, 2010	December 15, 2010	January 11, 2011

## Application for Special Use / Site Plan Review

Parcel Code # \_\_\_\_\_

File# \_\_\_\_\_

Hearing Date \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Date \_\_\_\_\_

Received By \_\_\_\_\_

Site Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Property Description: \_\_\_\_\_

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

### A. Present Site Zoning:

Proposed Use: \_\_\_\_\_

Section of Zoning Ordinance: \_\_\_\_\_

Hours of Business: \_\_\_\_\_

Number of Shifts: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Single or Multi Business: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

### B. Existing Site Conditions:

Lot Width: \_\_\_\_\_ Depth: \_\_\_\_\_

Existing Zone Boundaries: \_\_\_\_\_

Existing Street Access: \_\_\_\_\_

Location of existing structures on site and adjacent: \_\_\_\_\_

\_\_\_\_\_

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C. Yard Requirements:

Setbacks:	Proposed:	Required:
Front:	_____	_____
Side:	_____	_____
Side:	_____	_____
Rear:	_____	_____

Lot Coverage:      Proposed: \_\_\_\_\_%      Maximum Allowed: \_\_\_\_\_%

D. Site Improvements:

Proposed Buildings and Structures:

Principal Building Gross Floor Area: \_\_\_\_\_ Sq. Ft.  
Net Usable Floor Area: \_\_\_\_\_ Sq. Ft.  
Accessory Structure Gross Floor Area: \_\_\_\_\_ Sq. Ft.

Proposed Use of Accessory Building: \_\_\_\_\_

E. Site Circulation-Street Access:

Interior Public Streets Proposed?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If Yes, Has Road Commission Approved?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Do public streets relate to adjoining properties, ie to further streets, out lots, etc.?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Private interior drives/roads proposed?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Do private drives/roads relate to adjoining properties, ie to service roads, etc.?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Number of curb cuts to public streets: \_\_\_\_\_

Spacing: \_\_\_\_\_

Has Road Commission approved cuts?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

(Permit Attached)

Has MDOT approved the cuts?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Streets, rights-of-way, widths, and street names: \_\_\_\_\_

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F. Landscaping (non-parking area):

Buffer strips required? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, specify: \_\_\_\_\_

Berm required? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, specify: \_\_\_\_\_

Refuse disposal required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Depicted on site plan? \_\_\_\_\_ Yes \_\_\_\_\_ No

G. Residential Developments:

Total dwelling units proposed: \_\_\_\_\_

Number efficiency: \_\_\_\_\_

Number 1 bedroom: \_\_\_\_\_

Number 2 bedroom: \_\_\_\_\_

Number 3 bedroom: \_\_\_\_\_

Net building site area: \_\_\_\_\_ sq. ft.

H. Parking and Loading Spaces, Parking Aisles:

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

I. Provisions for Water and/or Sewer Service:

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

J. Legal Description Attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

K. Deed Restrictions Recorded with Register of Deeds? \_\_\_\_\_ Yes \_\_\_\_\_ No

L. If Property is to be Platted, Restrictions Must be Recorded by the Time of Final Plat Approval.

M. Final Site Plan Review Comments:

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:

2. Will the proposed use change the essential character of the area?

\_\_\_\_\_Yes      \_\_\_\_\_No

Explain:

3. Will the proposed use be compatible with adjacent uses of land and the natural environment?

\_\_\_\_\_Yes      \_\_\_\_\_No

Explain:

4. Will the proposed use be compatible with the capacities of public services and facilities affected; such as highways, streets, police, fire protection, drainage, refuse disposal, water and sewage facilities and schools?

\_\_\_\_\_Yes      \_\_\_\_\_No

Explain:

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5. Will the proposed use create excessive additional requirements, at public cost, for public facilities and services?

\_\_\_\_\_Yes      \_\_\_\_\_No

Explain:

6. Will the proposed use be detrimental to any persons, property or the general welfare, by fumes, glare, odors or chemicals?

\_\_\_\_\_Yes      \_\_\_\_\_No

Explain:

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

Owner's Signature(s): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

PLEASE ATTACH ANY FURTHER PERTINENT INFORMATION

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# 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:

Yes No

- |     |     |    |  |
|-----|-----|----|--|
| ___ | ___ | 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.   |
| ___ | ___ | 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.  |

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Yes No

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

k. Size and location of all surface drainage facilities.

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

l. 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.

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

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.

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- 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.

Yes No

**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

**Parking**

- # of space per Section 19.09
- Appropriate # of barrier free spaces
- Correct width, length and maneuvering lane (section 19.11)

**Each of these standards needs to be addressed and attached to the application for a complete packet. If NOT completed the application will not be accepted and may delay action on application.**

**Section 21.03 Standards for Approval**

A site plan shall be reviewed and approved by the Planning Commission upon finding that the following conditions are met:

1. That the proposed use will not be detrimental to the adjacent property or the surrounding neighborhood, including properties located in adjacent municipalities.
2. That there is a proper relationship between existing roads and highways and proposed deceleration lanes, service drives, ingress and egress drives, and parking areas to assure the safety and convenience of pedestrian and vehicular traffic.
3. That buildings, structures, parking areas, utility areas, walls, and fences are so designed and located to minimize the adverse effects of such development on users of such development and occupants of adjacent properties.
4. That any adverse effects of the proposed development and activities which will impact adjoining occupants or owners shall be minimized by appropriate landscaping, fencing, or other screening.
5. That as many natural landscape features as possible are retained, particularly where they provide a barrier or buffer between the development and adjoining properties used for dissimilar purposes, and where they assist in preserving the general appearance of the neighborhood or help control soil erosion or the discharge of storm water.
6. The proposed development provides for the proper development of public utilities and infrastructure.
7. All buildings or groups of buildings are arranged to permit emergency vehicle access.
8. That the plan for soil erosion control, storm water discharge, wells, and on-site septic systems have been approved. Site plan approval may be conditioned upon providing evidence that the necessary permits have been applied for. A land use permit shall not be issued until the Zoning Administrator receives a copy of the required permit(s).
9. The Planning Commission may further require landscaping, fences, and walls in pursuit of these objectives and same shall be provided and maintained as a condition of the establishment and the continued maintenance of any use to which they are appurtenant.
10. For a narrow frontage, which will require a single outlet, the Planning Commission may recommend that escrow money be placed with the Township so as to provide for a marginal service drive equal in length to the frontage of the property involved. Zoning compliance permits shall not be issued until the improvement is physically provided or monies having been deposited with the Township Clerk
11. Where the Township has adopted a specific area or neighborhood improvement or redevelopment plans and recommendations involving, but not limited to, public rights-of-way, utilities and storm drainage, parking facilities, building placement, access drives, floor space density allocations, building facade and architectural treatment, no site plan shall be approved unless there is general compliance with such Township plan.

## Special Use Requirements

A complete list of requirements is located in Article 22 of the Blair Township Zoning Ordinance.

2. An application for a special use permit shall contain the following:
  - d. Supporting statements, evidence, data, information and exhibits that address those standards and requirements for assessing special use permit applications outlined in Section 22.04.

**Each of these standards needs to be addressed and attached to the application for a complete packet. If NOT completed the application will not be accepted and may delay action on application.**

### Section 22.04 Standards for Approval

1. The Planning Commission shall review the particular circumstances and facts related to each proposed special use application in terms of the following standards and requirements and shall make a determination as to whether the use proposed to be developed on the subject parcel meets the following standards and requirements:
  - a. Will be harmonious with and in accordance with the general objectives of the Master Plan.
  - b. Will be designed, constructed, operated, and maintained in harmony with the existing and intended character of the general vicinity and the natural environment so that the use will not change the essential character of that area.
  - c. Will not be hazardous or disturbing to existing or future neighboring uses.
  - d. Will represent a substantial improvement to property in the immediate vicinity and to the community as a whole.
  - e. Will be served adequately by essential public services and facilities, such as highways, roads, drainage structures, police and fire protection, and refuse disposal; or, the persons or agencies responsible for the establishment of the proposed special use shall be able to provide adequately for such services.
  - f. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the community.
  - g. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive smoke, fumes, glare, noise, vibration or odors.

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2. The Planning Commission may recommend approval, approve with conditions, or deny the special use application. The recommendation on a special use shall be incorporated in a statement containing conclusions reached relative to the proposed special use that specifies the basis for the decision and any conditions recommended.

In recommending approval of a special use application to the Township Board, the Planning Commission may recommend additional conditions and safeguards deemed necessary for the general welfare of the Township, for the protection of individual property rights, and to ensure that the purposes of this Ordinance are met.

Upon holding a public hearing and reviewing the special use request, the Planning Commission shall forward to the Township Board its finding and recommendation. The finding shall include a record of those conditions that are recommended to be imposed.

Permit # \_\_\_\_\_

**WATER/SEWER PERMIT FOR RE-OCCUPANCY**

Date \_\_\_\_\_

Property # 28-02- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

Service Address \_\_\_\_\_

Owners  
Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(If Different)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

TYPE/USE OF BUSINESS \_\_\_\_\_

**OFFICE USE ONLY**

*USE THIS AREA TO CALC. TRUNKAGE & FOOTAGE*

**WATER**

**SEWER**

Current  
REU Rate \_\_\_\_\_

Current  
REU Rate \_\_\_\_\_

Addtl REU \_\_\_\_\_

Addtl REU \_\_\_\_\_

Benefit Fee \_\_\_\_\_

Benefit Fee \_\_\_\_\_

**Total Due** \_\_\_\_\_

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**\*\*\* DOES PROPERTY HAVE EXISTING WELL ? \*\*\***

\_\_\_\_\_ **YES**

\_\_\_\_\_ **NO**

IF YES, WILL IT BE RETAINED FOR IRRIGATION? \_\_\_\_\_

**\*IF YES, WE WILL NEED HEALTH DEPT APPROVAL –( # 995-6051 DAN THORELL ) TO ENSURE WELL IS UP TO CURRENT CODES. ALSO, WILL NEED A TOWNSHIP IRRIGATION PERMIT @ \$200.00 FEE IN ADDITION TO AN ANNUAL INSPECTION OF THE IRRIGATION WELL @ \$75.00.**

**\*IF NO, WELL SHALL BE PROPERLY PLUGGED BY AN AUTHORIZED WELL COMPANY AND PAPERWORK TO BE SUBMITTED TO THE TOWNSHIP AND HEALTH DEPARTMENT WITHIN 30 DAYS OF OCCUPANCY.**

Applicant's Affidavit: I/we hereby certify that the above information is true and correct.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name printed \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name Printed \_\_\_\_\_

By issuance of this Permit, I certify that all fees due the Township have been paid in full

Issued By \_\_\_\_\_ Date \_\_\_\_\_

LISA GUERRIERI  
WATER DEPARTMENT  
231-276-9263 XT#113  
[WATER@BLAIRTOWNSHIP.ORG](mailto:WATER@BLAIRTOWNSHIP.ORG)  
FAX 231-276-5111

BLAIR TOWNSHIP  
2121 CO RD 633  
GRAWN MI 49637

# Blair Township

ZONING DEPARTMENT

2121 Co. Rd. 633 • Grawn, MI 49637 • 231.276.9263 • zoning@blairtownship.org

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## Business Registration

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

Legal Business Name: \_\_\_\_\_

Property #: 28-02- \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person(s)/Manager:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Comments/Miscellaneous Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## **BLAIR TOWNSHIP EMERGENCY SERVICES**

2121 County Rd. 633, Grawn, MI 49637-9762

EMS (231) 276-9354 [ems@blairtownship.org](mailto:ems@blairtownship.org)

FIRE (231) 276-6341 [fire@blairtownship.org](mailto:fire@blairtownship.org)

Fax (231) 276-6686 [www.blairtownship.org](http://www.blairtownship.org)

## **APPLICATION FOR SITE PLAN REVIEW**

\*FIREWORKS SALES OR DISPLAY REQUIRES ADDITIONAL PERMITS, CALL  
231-276-9263 Ext. 4 FOR DETAILS

DATE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPLICANT PHONE NUMBERS: (BUSINESS) \_\_\_\_\_

(CELL) \_\_\_\_\_ (FAX) \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

### **SITE INFORMATION**

SPECIFIC USE OF BUILDING: \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_

MUNICIPAL WATER AVAILABLE :     YES     NO

BUSINESS OR PROJECT NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_