



Green Lake Township Zoning Application

Application For:	<input type="checkbox"/> Rezoning
	<input type="checkbox"/> Site Plan Review
	<input type="checkbox"/> Planned Unit
	<input type="checkbox"/> Development
	<input type="checkbox"/> Special Land Use
	<input type="checkbox"/> Variance
	<input type="checkbox"/> Subdivision/Site Condo
	<input type="checkbox"/> Master Plan Amendment
	<input type="checkbox"/> Other

This application will not be accepted if incomplete. All required materials must be submitted at least 21 days prior to the next scheduled Zoning Board of Appeals or Planning Commission meeting.

Rezoning or Master Plan Amendment applications must be submitted 45 days before being scheduled to be heard by the Planning Commission.

FILE NUMBER _____

APPLICATION INFORMATION (If different than owner)

Name: _____ Phone: _____

Address: _____

OWNER INFORMATION

Name: _____ Phone: _____

Address: _____

PROPERTY INFORMATION

Permanent Parcel Number _____ Zoning District (Current) _____

Address or Location _____

Property Size _____

DESCRIPTION OF PROPOSED USE/REQUEST (Use other side or attach additional page) _____

I hereby attest that the information on the application form is, to the best of my knowledge, true and accurate.

Signature of Applicant _____ Date _____

I hereby grant permission for members of the Green Lake Township Zoning Department, Planning Commission, Board of Appeals, and Township Board to enter the above described property (or as described in the attached) for the purpose of gathering information related to this application/request/proposal.

Signature of Applicant _____ Date _____

DO NOT WRITE BELOW THIS LINE

Date Received _____ Fee Paid (Nonrefundable) _____

Submitted Material: _____ Site Plan _____ Application _____ Legal Description _____

Application Accepted by: _____



Green Lake Township Grand Traverse County

INFORMATION FOR SPECIAL USE/SITE PLAN REVIEW

Green Lake Township
9394 Tenth Street
Interlochen, MI 49643

Parcel Code # _____
File # _____
Hearing Date _____

Site Address: _____

Applicant's Name: _____ Phone: _____

Address: _____

Owner's Name: _____ Phone: _____

Address: _____

Present Site Zoning: _____

Proposed Use: _____

Hours of Business: _____

Number of Employees: _____

Single or Multi Business: _____

Estimated Completion Date: _____

EXISTING SITE CONDITIONS:

Lot Width: _____ Lot Depth: _____ Lot Area: _____

Existing Street Access: _____

SITE CIRCULATION — STREET ACCESS:

Interior public streets proposed? YES NO

If YES, has the Road Commission approved it? YES NO



SITE CIRCULATION — (Cont.):

Do public streets relate to adjoining Properties? (i.e. to further streets, etc.) YES NO

Are private interior drives proposed? YES NO

Do private streets relate to adjoining Properties? (i.e. to service roads, etc.) YES NO

Number of curb cuts to public street: _____

Spacing: _____

Has the Road Commission approved the curb cuts?: (Attached Permit) YES NO

Has M.D.O.T. approved curb cuts?: YES NO

NON PARKING AREA:

Are buffer strips required? YES NO

Is a berm required? YES NO

Is refuse disposal required? YES NO

Is refuse disposal depicted on site plan? YES NO

RESIDENTIAL DEVELOPMENTS—SITE CONDOS/SUBDIVISIONS:

Total dwelling units proposed: _____

Provisions for water and/or sewage services: _____

Deed restrictions (covenants) must accompany application for site condominiums. For plats they must be recorded by final approval.

COMMERCIAL DEVELOPMENTS:

Number of parking spaces: _____

Number of loading spaces: _____

Size and location of sign: _____

Legal description attached? YES NO

Deed restrictions recorded with Register of Deeds? YES NO



FINAL SITE PLAN REVIEW COMMENTS::

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?

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

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

Will the proposed use be compatible with the capabilities or public services and facilities? (i.e. Highway, streets, police, fire protection, refuse disposal, schools, etc.)

AFFIDAVIT: The undersigned affirms that he/she is the _____ (owner, lessee, or other interest) involved in this petition and that the foregoing answers, statements and information are in all respects true and to the best of his/her knowledge, correct.

Signed: _____ Date _____

Phone _____

Please attach any further pertinent information

IF THIS IS A COMMERCIAL RETAIL OR SERVICE BUSINESS PLEASE ATTACH A SHORT STATEMENT ADDRESSING THE TYPE OF PRODUCTS OR SERVICES BEING PROVIDED AND THE TYPE OF CLIENTELE TO WHOM THESE PRODUCTS OR SERVICES ARE BEING MADE AVAILABLE.

Reviewed by: _____ Date _____

OFFICE
USE ONLY ↗

GREEN LAKE TOWNSHIP
SPECIAL USE/SITE PLAN REVIEW PROCEDUAL CHECKLIST

- _____ 1. Final special use permit and site plan review application files with the zoning Administrator, along with 11 copies of the completed application form and Site plan.
- _____ 2. Applicant pays review fees, as determined by Township Board of Trustees
- _____ 3. Zoning Administrator records the date of the next scheduled meeting of the of the planning commission as the file date.
- _____ 4. Send copies of application and site plan to Leslie for Ordinance review Requirements.
- _____ 5. Hearing on the site plan scheduled by the Planning Commission Chairperson. Hearing to be held within 50 days of the receipt of the plans and application to the township zoning administrator.
- _____ 6. Notice sent to property owners and other concerned parties within 300 feet of the property at least 15 days before the hearing.
- _____ 7. Copies of the site plan and application sent to all planning commission members within 10-15 days of the hearing. One copy to the township Supervisor, one retained by the zoning administrator, one for permanent file.
- _____ 8. Notification to applicant of date, time and place of the hearing not less than 15 days before the hearing.
- _____ 9. Newspaper publication of hearing notice sent to Record Eagle. must be published at least 15 days before the hearing.
- _____ 10. Public hearing held on proposed site plan. Decision to be made by planning commission within 60 days of receipt of application or notice given to applicant if decision will take longer.
- _____ 11. The zoning administrator shall prepare a notice of the Special Use Permit in recordable form as provided by law. Said notice shall be recorded at the office of the County Register of Deeds. This filing and any associated fees shall be the responsibility of the applicant.