



SPECIAL LAND USE PERMIT APPLICATION

Village of Spring Lake, 102 W. Savidge Street, Spring Lake, MI 49456

Phone: (616) 842-1393 Website: www.springlakevillage.org

APPLICATION	FEE	ESCROW
Special Land Use	\$450	\$1500
Short Term Rentals (SLU)	\$450	\$1000

1. Project Information

Address/location: _____

Name of Development: _____

Parcel #: _____ Lot Area in Acres or Sq. Ft _____

Zoning District: _____ Master Planned Zoning _____

2. Applicant

Name: _____

Company: _____

Address: _____

Phone: _____ Email: _____

3. Property Owner

Name: _____

Company: _____

Address: _____

Phone: _____ Email: _____

Details of Proposed Request (attach additional pages if needed):

By signing below, permission is granted for Village staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the Village of Spring Lake Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.

Signature of Applicant: _____ Date: _____

Print Name: _____

Signature of Owner: _____ Date: _____

Print Name: _____

Office Use Only

Permit #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Approved by : _____

Conditions of Approval:

***THE FOLLOWING PAGES ARE FOR REFERENCE ONLY
AND SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION***

1. Required Application Materials

- Application (12 copies)
- Site Plan (12 copies)
- Letter or signed narrative describing the proposed special use and detailing why the location selected is appropriate. Narrative must include responses to the Special Use review standards of Section 390-134 and the specific review standards of Section 390-137 of the Zoning Ordinance.
- Statement of expected effect of the Special Use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns and local traffic volumes.
- Additional information which may be necessary (ie. soil erosion, dune protection, view protection, shoreline protection, excessive noise or adverse impact on surrounding properties).
- Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing a Special Use permit application as provided in Section 390-134.
- Digital copy of all above listed items to staff.
- Required fee

2. Fee and Escrow *(see table on page 1)*

- **Application fee**
 - Includes the cost for required public notices and publication, staff review and the Planning Commission meeting.
- **Escrow deposit**
 - Escrow funds would be utilized for professional services needed to process the application.
 - Typical services are legal advice, engineering review, etc.
 - The applicant will be notified of the Village's intent to utilize a portion of the escrow funds for professional services. Providing the applicant an opportunity to withdraw the application to prevent the reduction of the escrow deposit.
 - Any and all escrow funds which are not used, will be refunded to the applicant.

3. Special Land Use Process *(See Article XVIII of the Zoning Ordinance for a complete set of regulations.)*

Step 1 - Application for Special Use is filed: An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Once an application is deemed complete, a petitioner will be scheduled for a work session on the next available slot on the Planning Commission's agenda.

Step 2 - Staff Review: Submitted plans are sent to appropriate Village departments for review. Comments are returned to the Village Planner prior to final review by the Planning department staff.

Step 3 - Notice of Public Hearing: Notices are sent by the Village to all property owners within 300 feet of the subject property not less than 15 days and not more than 45 days prior to the Planning Commission meeting at which the application will be considered.

Step 4 - Staff Review: The Village Planner will issue a review of the submitted plans and application and prepare a report for the Planning Commission. A copy of the report will be sent to the applicant at least three days prior to the meeting.

Step 5 - Public Hearing at the Planning Commission: The Planning Commission meets to consider the application for a Special Use. The petitioner must be present at the Planning Commission meeting at which their application is considered.

A Special Use permit shall be valid for as long as the approved use continues in accordance with the terms and conditions of the approved permit. The Special Use permit will expire on the occurrence of one of the following conditions:

1. If replaced or superseded by a subsequent permitted use or Special Use permit.
2. If the applicant requests that rescinding of the Special Use permit.
3. If the use is abandoned, moved or vacated for a period of one year.

4. Meeting Dates:

The Village of Spring Lake Planning Commission meets in a regular session on the fourth Tuesday of each month at 7:00 p.m. at Barber School Community Building, 102 West Exchange Street, Spring Lake, Michigan.

Materials related to requests for Planning Commission action, including any required fees, must be filed at the Village Hall located at 102 West Savidge Street, Spring Lake, Michigan, 49456.

Filing requests which are not complete, or which are not filed by the meeting deadline, as determined by the Village Planner, will not be placed on the agenda. If this occurs, the applicant should resubmit the application and required materials by the next filing deadline.

Filing deadlines are established for the reasons stated below. The filing deadlines and meeting dates can be found at www.springlakevillage.org/boards/planning-commission.

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication;
- To permit adequate time for staff to arrange the mailing of notices;
- To permit adequate time for the Planning Commission and staff to review the filed materials.