

# SITE PLAN REVIEW / CONDITIONAL LAND USE APPLICATION

<b>OFFICIAL USE ONLY</b>	Date Received
Project Title:	Received by
Case No.	Fee Amount <span style="float: right;">Fee Received</span>



**SUBMIT TO:**

**LONG LAKE TOWNSHIP  
PLANNING AND ZONING DEPARTMENT  
8870 NORTH LONG LAKE ROAD  
TRAVERSE CITY, MI 4968)  
PHONE # 231 946-2249 FAX 231 946-4573  
planner@longlaketownship.com**

**You MUST answer all questions and include all attachments as required by the Long Lake Township Zoning Ordinance #°\$, as amended, or the application will be considered incomplete. Submittal of application is required 45 days prior to the regular meeting date of the Long Lake Township Planning Commission**

<b>A. Applicant &amp; Owner Information</b>	
Owner(s):	Applicant (if different):
Owner's Address:	Applicant's Address:
City:                      State:                      Zip:	City:                      State:                      Zip:
Phone Number                      Fax Number	Phone Number                      Fax Number
Email Address	Email Address

<b>B. Property &amp; Plan Preparer Information</b>	
Property ID: 28-08-   -   -        28-08-   -   - 28-08-   -   -        28-08-   -   -	Property Address:  Proof of ownership (copy(s) attached): <i>select one from pull down list &amp; provide copy of proof</i> _____
Name & Address of professional (engineer, land surveyor, landscape architect) licensed in Michigan who prepared the plan:	
Name:	Firm:
Address:	Phone:                      Fax Number:
City:                      State:                      Zip:	Email Address

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## C. Project Information

Type of use (check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Commercial        | <input type="checkbox"/> Industrial                  | <input type="checkbox"/> Single Family Residential Development |
| <input type="checkbox"/> Office(s)         | <input type="checkbox"/> Multiple Family Development | <input type="checkbox"/> Utility                               |
| <input type="checkbox"/> Commercial/Retail | <input type="checkbox"/> Condominium                 | <input type="checkbox"/> Other                                 |

Project Description:

Section 24.5 lists the standards for approval of a site plan. Explain below or on an attached sheet how the project meets all standards.

- Arrangement of Structure.** Site Plans shall demonstrate that buildings, parking areas, signs, walls, fences, and the like are designed to minimize adverse affects on development users and the occupants of adjacent properties.
- Natural Features.** Site Plans shall demonstrate that as many natural features as possible have been retained, particularly where such features provide a buffer between adjoining properties or assist in preserving the general appearance of the neighborhood or help control soil erosion or stormwater.
- Vehicular and Pedestrian Traffic.** Site Plans shall fully conform to the driveway and traffic standards of the Michigan Department of Transportation and the Grand Traverse County Road Commission. Further, the Site Plan shall demonstrate that there is proper relationship between existing and proposed roadways, parking areas, and that the safety and convenience of pedestrian and vehicular traffic has been assured. Manufactured housing communities, multifamily developments, shopping centers and/or office parks are not exempt from providing interior roads for vehicular and pedestrian access to abutting properties.
- Public Safety.** Site Plans shall fully conform to the applicable fire safety and emergency vehicle access requirements of the Grand Traverse County Construction Code.
- Drainage.** Site Plans shall fully conform to the Grand Traverse County Drain Commission standards.
- Erosion.** Site Plans shall fully conform to the Grand Traverse County Soil Erosion and Sedimentation Control Ordinance.
- Hazardous Waste Management.** Site Plans shall demonstrate that reasonable precautions will be taken to prevent hazardous materials from entering the environment.
- Public Health.** Site Plans shall fully conform to the requirements of the Michigan Department of Public Health and the Grand Traverse County Health Department.
- Statutory Compliance.** Site Plans shall fully conform to all applicable state and federal statutes.
- Conformance with Township Master Plan.** Site Plans shall fully conform to the land use policies, goals and objectives of the Long Lake Township Master Plan.

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## D. Conditional Land Uses

Is the proposed use a conditional land use?

- Yes → *complete the rest of Section D*  
 No → *skip to Section E*

Are there use specific standards under Article 14 that apply to the use proposed?

- Yes, Section 1J. → *explain how the standards are met on attached sheet*

Section 1J.1.3 requires the Planning Commission to find that the following general standards are met to approve any conditional use. Explain how the proposal meets these standards (*add additional sheets if necessary*)

- Will be harmonious with and in accordance with the goals, objectives and policies of the Township Master Plan.
- Will be designed, constructed, operated and maintained in harmony with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.
- Will not be hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.
- Will be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, stormwater drainage, refuse disposal, water and sewage facilities and schools or persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately for such services.
- Will not create excessive additional requirements at public cost for facilities and services and will not be detrimental to the economic welfare of the community.
- Will not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, glare or odors.
- Will ensure that the environment shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications that result in maximum harmony with adjacent areas.

## E. Required Submittals

Engineered Site Plan - all of the following are required

- CD attached of digital version (.pdf) of each page of plan set
- 1 copy attached of full size site plan set
- 3 copies attached of 11" x 17" size plan set

Signed Escrow Agreement Attached

Sign Notification Form and Fee Attached

## F. Required Signatures

I agree the statements made above are true, and if found not to be true, this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided by the Long Lake Township Zoning Ordinance #109, effective August 29, 2010, as amended.

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

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

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

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

**NOTE:** By signing this application, the property owner agrees to on-site inspections by Long Lake Township Zoning, Planning, or Assessing officials, necessary to ascertain compliance, completion and value of the content of the application.