

Charter
Township
of Kalamazoo

1720 Riverview Drive
Kalamazoo, Michigan 49004-1099
Tele: (269) 381-8080
Fax: (269) 381-3550
www.kalamazootownship.org

ZONING - SPECIAL USE PERMIT APPLICATION

Parcel Number _____
Date: _____
Name: _____

OFFICE USE ONLY

(applicant --person filing the appeal)

Case number _____

(address)

Date Rec'd _____

(city, state, zip code)

Fee Rec'd _____

Receipt # _____

Hearing date _____

(telephone, home and business)

PROPERTY OWNER'S NAME AND ADDRESS (if not the applicant)

_____ Phone (_____) _____ - _____

APPLICANT'S CAPACITY IF NOT PROPERTY OWNER (circle one):

Builder Have Option to purchase Agent/other _____

PROPOSED CONSTRUCTION SITE ADDRESS (if known) _____

PARCEL SIZE _____

PROPERTY DESCRIPTION _____

PROPERTY TAX NUMBER _ _ - _ - _ - _ - _ - _ -

ZONING DISTRICT (see zoning ordinance) _____

ACTION REQUESTED:

It is requested the Kalamazoo Township Planning Commission approve issuing a special use permit for the land described above for the purpose of: _____

(attach sheets if necessary)

(attached)

Cite section and listing number where proposed use is specifically listed as allowed in the zoning district: _____

STATEMENT OF JUSTIFICATION FOR REQUESTED ACTION

State specifically the reason for this special use permit request: _____

(attach sheets if necessary)

PROVIDE THE FOLLOWING DATA:

- A. Application form per Section 26.02 (E) 1.
- B. Description and Identification Data per Sec. 26.02 (E) 2.
- C. Site Data per Sec. 26.02 (E) 3.
- D. If applicable – Building and Structure Details
- E. Information Concerning Utilities, Drainage, and Related Issues
- F. If applicable - Information Concerning Residential Development
- G. If applicable – Information Applicable to Mobile Home Parks
- H. Additional Information:
 - 1. Information related to Condominium Development
 - 2. A list of any of the above items that are not applicable & reasons why.
 - 3. Other data that may be required, may include but is not limited to:
Traffic studies, market analysis, environmental assessment and evaluation of demand on public facilities and services.

ADDITIONAL INFORMATION:

- A. Attach or list all deed restrictions for the property at question. (attached)
- B. Attach a list of names and address of all other persons, firms, or corporations having a legal or equitable interest in the property at question. (attached)
- C. This area is (check one) unplatted, platted, will be platted. If platted, name of plat: _____
- D. What is the present use of the property?
- E. Estimated completion date of construction (if applicable)? _____

On Attached sheets, provide answers to the following questions. Please number the answers the same as they are numbered here. (If the answer to any of the questions numbered 1-7 is “no,” a special use permit can not be issued (from section [§ 8608] of the ordinance)).

(attached)

- 1. Is the use compatible with adjacent land uses?
- 2. Is the use compatible with the Master Plan?
- 3. Are adequate public utilities and services available to this site for this use?
- 4. Is the use designed to insure minimal impact of traffic generation?
- 5. Is the use free of any activities, processes, materials, equipment or conditions of operation that may be detrimental or hazardous to persons, property or to the public health, safety and welfare? (Specify which:)
- 6. Will the use be detrimental to the economic well-being of the community?
- 7. Is the proposed use compatible with the natural environment and does it conserve natural resources and energy?

ATTACH 10 COPIES OF A SITE PLAN, as specified in Section 26.02 (E). Also 1 electronic copy. (attached)

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ATTACH copies of permits or letter(s) showing

- (1) approval,
- (2) tentative approval, or
- (3) letter(s) of understanding for concurrent approval with the Kalamazoo Township Planning Commission from the:
Kalamazoo County Road Commission and/or Michigan Department of Transportation, Kalamazoo County Soil Erosion and Sedimentation Control Agent, Michigan Department of Environmental Quality and any other applicable agencies where a single purpose permit or approval is required (not the Construction Code, electrical, plumbing, mechanical permit(s))

(attached)

NOTE: Application is not complete without: the application form, the application fee and escrow, and a complete site plan.

AFFIDAVIT: I agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Kalamazoo Township Zoning Ordinance will be complied with. Further, I agree to notify the zoning administrator of Kalamazoo Township for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of Kalamazoo Township, Kalamazoo Area Building Authority, Kalamazoo County and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand this is a zoning permit application (not a permit) and that a special land use permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Signed: _____

Date: _____

When completed send to:

Planner / Zoning Administrator
Kalamazoo Township
1720 Riverview Drive
Kalamazoo, MI 49004-1099

Charter Township of Kalamazoo

FEE SCHEDULE Effective April 3, 2017

Application Type	Fee
SPECIAL USES	
Special Use Application	\$500 plus \$500 escrow
Amendment	\$500
SITE PLANS	
Special Meeting - Planning Commission	\$500 plus escrow 500*
Site Plan Amendment - major	500 plus escrow 500*
Site Plan Amendment- minor	\$0
Preliminary Site Sketch Plan /concept plan - not mandatory	\$0
Cell Towers	\$500 for site plan \$150 for co-location
DEVELOPMENTS	
Site Plan Review	
<6 Dwelling units or <1,500 s.f.	\$500 plus escrow of \$1,500 *
6-99 Dwelling units or 1,501 s.f.- 50,00 s.f.	\$600 plus escrow of \$2,500 *
100 Dwelling units or > 50,001 s.f.	\$700 plus escrow of \$2,500 *
Plat / condominiums	\$900 plus \$500 escrow
RESIDENTIAL PERMITS	
Residential Accessory Building - 200 square feet and under	<u>no permit required and no fee</u>
Residential Accessory Building - 201 s.f. or larger	\$50
Residential Administrative Approval	\$50
Home Occupation	\$0
Home-based Business	under special use
COMMERCIAL PERMITS	
Zoning Approval where no building permit is required	Commercial/industrial uses \$50
Sign Permit/Approval	\$90 for a new sign \$50 for minor changes
Temporary Sign	(if required) \$50

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FEE SCHEDULE Effective April 3, 2017

	Fee
ZONING BOARD OF APPEALS	
Variance Request	\$500 plus \$500 escrow
Ordinance Interpretation by ZBA	\$500 plus \$500 escrow
Sign Variance	\$500
Special Meeting - Zoning Board of Appeals	\$500
ZONING/MASTER PLAN AMENDMENTS	
Rezoning Map Amendment	\$500 plus \$1,500 escrow
Text Amendment	\$500 plus \$1,500 escrow
Master Plan Amendment	\$500 plus \$1,500 escrow
OTHER FEES	
Zoning Verification Letter	\$50
Land division	\$100
Floodplain	add \$25 to any other fee(s)
Used car dealership - annual	\$100
Salvage yard - annual	\$100
Temporary Use - less than 30 days	\$150 one renewal \$25
Temporary use - 30 days or more	\$300
Entertainment - annual	\$100
Sand, gravel, other mineral - annual	\$100
Rental home permit for two years	\$100
Collection / Donation box no bin	\$100
Failure to obtain a permit(s), fees if notice of violation mailed or emailed is DOUBLE	
* Escrow Account- a deposit against which actual fees for the Township Engineer, Attorney and any other outside consultants will be charged. Residual will be returned to applicant. Account to be replenished as needed and requested by Zoning Administrator.	