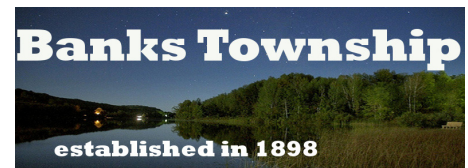


SPECIAL USE PERMIT / SITE PLAN REVIEW GUIDELINES & CHECKLIST



Banks Township, Antrim County, Michigan
6520 Center Street, Ellsworth, Michigan 49729

Phone: 231.588.6126 / Website: www.bankstownship.net

Zoning Administrator: Kurtis Busman
(231) 676-2414 or zoning@bankstownship.net

APPLICATION SUBMISSION

Banks Township offers this checklist as a service to our Special Use Permit and Site Plan Review applicants. A complete application for site plan review / special use permit consists of the following:

- A properly completed and signed application form;
- Supporting information adequate to explain your proposal;
- The required fee as set out in the Banks Township Fee Schedule; and
- Any additional information deemed by the Township to be necessary for proper review of the request.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

BEFORE FULL STAFF REVIEW COMMENCES AND A PRELIMINARY PLANNING COMMISSION HEARING/MEETING DATE IS SET, the following plans and documentation must be submitted. (If applicable):

- Completed and signed application form and fee
- Site Plans conforming to the requirements of Banks Township Zoning Ordinance Section 7.01.2
- Site Plans for review should address the criteria set forth in Section 7.0.3 of the Banks Township Zoning Ordinance.
- Special Use Permit applications must satisfy general standards set forth in Section 8.02.3, and supplemental standards if applicable set forth in Section 8.03.

As required in Section 7.01.2, the Site Plan and supporting Written Documentation shall include the following:

SITE PLAN ITEM	DESCRIPTION	SHOWN ON SITE PLAN	WRITTEN DOCUMENTATION
1	The date, north arrow, scale and name of the individual or firm responsible for preparing said plan.	X	
2	Scale of 1 in = 50 ft for parcels under 3 acres, drawn to scale, and shall indicate the location of the area of enlargement.	X	
3	The boundary lines of the property, to include all dimensions and legal description.	X	X
4	The location of all existing and proposed structures on the site, including proposed drives, walkways, signs, exterior lighting, adequate parking for the proposed uses (show the dimensions of a typical parking stall and parking lot), loading and unloading areas, if necessary, common use areas and recreational areas and facilities.	X	X
5	The location and width of all abutting rights-of-way.	X	
6	The location of existing environmental features, such as streams, wetlands, shorelands, mature specimen trees, wooded areas or any other unusual environmental features.	X	
7	The location and identification of all existing structures within a two hundred (200) foot radius of the site.	X	
8	The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.	X	
9	The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.	X	
10	A location sketch of the proposed use or structure.	X	
11	The type, location and size of all existing and proposed utilities.	X	X
12	The location, size and slope of all surface and subsurface drainage facilities.	X	
13	Summary tables, cross-sections and/or floor plans for proposed structures, including number of units proposed, by type, including (1) a typical floor plan for each unit; (2) the area of the proposed units in square feet, dimensions of driveways and staging areas; and (3) elevation drawings of the front and rear of each building.	X	X
14	The topography of the existing and finished site using contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.	X	
15	Anticipated hours of operation for proposed use. The Planning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses.		X