

OLIVE TOWNSHIP
Ottawa County
6480 136th Avenue, Holland, Michigan 49424

SPECIAL USE PERMIT APPLICATION

Instructions

For an application to be considered complete, ALL information must be provided. If an item is not applicable to your petition, please mark that item N/A for “not applicable” and provide an explanation why it is not applicable.

Certain land uses are allowed in Olive Township only if the Township Board issues a special use permit. An applicant who wishes to receive a special use permit from the Township Board must use this form.

- **Initial Review Body:** Planning Commission
- **Meeting Frequency:** Second Tuesday of every month
- **Application Deadline:** Thirty (30) calendar days prior to the second Tuesday meeting at which you desire your application to be considered.
- **Township Office Review:** Following review by township personnel, if any required materials are deemed missing the applicant will be notified and must provide said material, which must result in a complete application at least twenty (20) calendar days prior to said meeting for consideration.

DO NOT DISCARD THIS PAGE
YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION

For office use

Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____

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APPLICATION FEE: \$250.00

(Subject to Escrow Fees as determined by the Township)

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Fax: _____

Address of Subject Property: _____

Parcel Number: _____

Zoning District: _____

List the name, address and interest of every person who has a legal or an equitable interest in any property included in the special use permit application.

What is the special land use requested? _____

Provide a detailed site plan of the property meeting the requirements as noted in Article 25 of the zoning ordinance showing the existing and proposed location of all buildings and structures thereon, and types thereof, and their uses. (see following pages)

Signature of Applicant

Date

SECTION 25.03 – APPLICATION PROCEDURE

5. Project description, including number of structures and dwelling units, square footage of each building, number of parking spaces, estimated number of employees, and any unique features of the site or proposed development.
6. Area of the parcel in acres, excluding road right-of-ways.

SECTION 25.04 – SITE PLAN CONTENT

Each site plan submitted for review under this chapter shall be drawn at a minimum scale of 1" = 200 and shall contain the following information:

- A. Name of development and general location sketch showing major thoroughfares and site location.
- B. Name, address and phone number of site owner(s), developer and designer, including professional seal of designer.
- C. North arrow, scale, and date of original drawing and any revisions.
- D. The area of the site in square feet and acres, excluding all existing and proposed rights-of-way.
- E. Property lines, dimensions, and building setback distances and dimensions of all structures and lot lines within one hundred (100) feet of the site shall also be indicated. If the parcel is a part of a larger parcel, boundaries of the total land holding shall be shown.
- F. Existing zoning of the site and all adjacent properties.
- G. Existing and proposed topographic elevations at two (2) foot intervals on the site and to a distance of ten (10) feet outside the boundary lines of the site. Ground elevations of all existing buildings, drives and parking lots, and any unusual surface conditions shall be provided.
- H. Direction of storm water drainage and indication as to how storm water runoff will be handled.
- I. Location of existing and proposed buildings; their intended use; the length, width and height of each building; and the square footage of each building.

- J. Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and all driveways within one hundred (100) feet of the site. The centerline of road rights-of-way shall be shown.
- K. Location and size of all water and sanitary sewer lines, storm drainage lines, fire hydrants, catch basins, septic tanks and drainfields and utility easements.
- L. Proposed parking areas and access drives, showing the number and size of spaces, aisles, loading areas, and handicapped access ramps. Also, the method of surfacing such areas shall be noted.
- M. Location of all sidewalks, bike paths, and other pathways.
- N. Location and size of any walls, fences, greenbelts, or other screening provisions.
- O. Landscape plan indicating type and size of all plant material, including all areas to be sod or seeded for grass. Provide cross sections of all berms.
- P. Location and type of significant existing vegetation, water courses, and water bodies including county drains and manmade surface drainage ways, floodplains, and wetlands. Vegetation which is to be retained on the site shall be illustrated.
- Q. Building floor plans and architectural wall elevations. The height of all buildings or structures shall be indicated.
- R. Location of all proposed accessory structures, including outdoor lighting fixtures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices, signs, and existing and proposed utility poles. Indicate screening for trash receptacles.
- S. Location of all outdoor storage areas for materials and the manner in which materials shall be screened or covered.
- T. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Ordinance or other state or federal agencies.
- U. If phased construction is to be used, each phase must be noted and each phase must stand on its own.
- V. Notation of any variances or conditional use permits which are required, any legal nonconforming uses or structures, and any State or Federal permits which have been secured or may be necessary to secure.

- W. Other data which the Planning Commission may reasonably deem necessary for adequate review.

The following sections may apply to the proposed use. Please see the Planning Director for section copies.

- **SECTION 12.08 – DEVELOPMENT STANDARDS FOR ALL DISTRICT USES (Commercial District)**
- **SECTION 13.08 – DEVELOPMENT STANDARDS FOR ALL DISTRICT USES (Light Industrial District)**
- **SECTION 14.06 – DEVELOPMENT STANDARDS FOR ALL DISTRICT USES (Heavy Industrial District)**
- **ARTICLE 15 – US-31 OVERLAY DISTRICT**
- **SECTION 21.21 – SOLID WASTE RECEPTACLE AREAS**
- **SECTION 21.22 – EXTERIOR LIGHTING AND NOISE REGULATIONS**
- **SECTION 21.28 – PROTECTIVE SCREENING AND LANDSCAPING**
- **ARTICLE 23 – OFF-STREET PARKING, LOADING AND UNLOADING REQUIREMENTS**
- **ARTICLE 24 – SIGN REGULATIONS**