

**WEXFORD COUNTY PLANNING COMMISSION**  
401 N. Lake Street, Cadillac MI 49601  
(231) 779-9501; FAX (231) 779-9110

**APPLICANT INFORMATION:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Location if not the same address:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**PROPERTY INFORMATION:**

**Parcel Number:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

**Zoning:** Residential, Resort-Residential, AG-Residential, Forest/Recreational, Commercial-1,  
(Circle One) Commercial-2, Office/Service, PUD, Other \_\_\_\_\_.

**Property Owner Name(s):** \_\_\_\_\_

*(If the applicant is not the property owner, written permission to obtain permits must be given by the property owner and provided as part of this application)*

**Legal Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Description of Request and Proposed Use: (attach pages as needed)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Note to applicant:** The Planning Commission will be visiting the site within 15 days of the public hearing date. Buildings, structures, and parking areas must be clearly marked on the site so they are easily identified. In addition, a permit card (to be obtained by this office) must also be placed at the entrance to the site from the roadway. Failure to do so could be grounds for the Planning Commission to table the request for lack of information. Additional costs for an additional meeting will be borne by the applicant(s).

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Office Use Only:</b>		<b>\$200 Application</b>
<b>Date Received:</b>	_____	<b>Fee Paid on:</b>
<b>Documents Received:</b>	_____	_____
<b>Other:</b>	_____	_____
<b>Application accepted by:</b>	_____	_____

**SPECIAL USE PERMIT STANDARDS:** The County Planning Commission shall approve a special approval use request only upon a finding of compliance with each of the following standards, as well as applicable standards established in the County Zoning Ordinance. **Please make statements in support of each standard below.**

- A. Will be harmonious with and in accordance with the general and specific objectives of any Wexford County Development plans, regulations or guidelines.

Supporting Statements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. Will be designed, constructed, operated and maintained so as to be harmonious 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 to be located.

Supporting Statements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C. Will not be hazardous or disturbing to existing or future nearby uses. Special consideration shall be given to issuing of a special use permit within any Agricultural District to assure that such action will not be detrimental to existing or potential farming operations.

Supporting Statements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- D. Will be served adequately by essential public services and facilities or that the persons responsible for the establishment of the proposed use will provide adequately any such service or facility.

Supporting Statements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- E. Will not create excessive additional public costs and will not be detrimental to the economic welfare of the County.

Supporting Statements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- F. Will be consistent with the intent and purposes of this Ordinance.

Supporting Statements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE PLAN REVIEW (Section 11.3):** This application must be accompanied by a reproducible copy of the preliminary site plan at a scale of not less than one (1) inch equals one hundred (100) feet with the following minimum information: **Check each item below that is included in the attached site plan. This application will not be processed and considered for approval until a site plan with all items below is submitted with this application.**

- Property dimensions.
- Topographic elevations at intervals determined by the zoning administrator
- Significant vegetation.
- Water courses and water bodies, including man-made surface drainage ways and wetlands.
- Existing public right-of-way, pavements, and/or private easements.
- Existing and proposed uses, buildings, and structures and distances from each other as well as from property lines.
- Zoning classification of abutting properties.
- The name and address of person and firm who drafted the plan and the date on which the plan was prepared.
- North arrow.
- Location of existing and planned wells and septic systems.
- Scale

The Commission may require written statements relative to the effects on the existing traffic capacity of streets, and the proposed development's impact on schools, existing utilities, or natural features. The Planning Commission shall review the preliminary site plan and approve, approve with conditions, or deny the plan.

Approval of the site plan is valid for a period of one (1) year. If construction of the development, or any phase of the development, has not been initiated during that period, the approval of the site plan shall be null and void.

Upon written application, filed prior, to the termination of the one (1) year review period, the Planning Commission may authorize a single extension of the time limit for approval of a final site plan for a further period of not more than one (1) year. Such extension shall only be granted based on evidence from the applicant that the development has a likelihood of commencing construction within the one (1) year extension.

### **11.5 STANDARDS FOR SITE PLAN APPROVAL.**

Prior to approving a site plan, the Planning Commission, where applicable, shall require that the following standards be satisfied: If these standards and the other requirements noted in this Article or

in other county ordinances are met, the site plan shall be approved.

- 1) All elements of the site plan shall be designed to take into account the site's topography, the size and type of plot, the character of adjoining property and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
- 2) The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those, alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance.
- 3) The site plan shall provide for reasonable visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, to accomplish these purposes.
- 4) All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department.
- 5) A pedestrian circulation system which is separated from the vehicular circulation system may be required. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, shopping areas and other uses which generate a considerable amount of pedestrian traffic.
- 6) Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas.
- 7) All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six (6) feet in height.
- 8) Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.

#### **11.6 AMENDMENTS TO APPROVED SITE PLANS.**

Any person who has been granted site plan approval shall notify the Zoning Administrator of any proposed amendment to such approved plan. The Zoning Administrator shall determine whether the proposed amendment constitutes a minor or major amendment based on, but not necessarily limited to, the following:

- 1) the addition of land to the legal description of the original site plan approval;
- 2) the establishment of another use or uses;
- 3) the addition of more sales or service area, or the addition of dwelling units;
- 4) an expansion or increase in intensity of use;

A major amendment to an approved site plan shall comply with the same filing and review procedures

of the original approval. A minor amendment may be approved by the Zoning Administrator.

### **11.7 APPEALS OF FINAL SITE PLANS.**

Any person aggrieved by the decision of the Planning Commission in granting or denial of a final site plan approval shall have the right to appeal the decision to the County Zoning Board of Appeals. The aggrieved party must allege and prove to the satisfaction of the County Zoning Board of Appeals that he/she has suffered some special damages not common to other property owners similarly situated. The mere increase in traffic in the area, proof of general economic and aesthetic losses or the mere fact that the appellant owns adjacent property are not sufficient to show special damages. The appeal shall state the aggrieved parties' grounds for appeal and shall be filed with the County Zoning Administrator within five (5) days of the decision of the Planning Commission.

On hearing such appeal, the County Zoning Board of Appeals shall review the record before the Planning Commission and shall determine whether or not there was support on the record for the original decision. The appellant shall not have the right to present new evidence, but shall be bound by the record before the Planning Commission. The Appeal Board shall determine if there exists significant reason to have the Planning Commission re-examine the site plan. If the Board sends the application back to the Planning Commission, they shall also send a detailed record of their findings and reasons for their action.