

SPECIAL USE PERMIT REQUEST

The Norton Shores Zoning Ordinance allows for certain special land uses in all zoning districts which require the issuance of a Special Use Permit. Special Use Permits are required for ALL development in the SUD, PUD, and PURD zoning classifications. Application for such a permit necessitates a review by the Planning Commission and final approval is granted from the City Council. This process involves the holding of a public hearing by the Planning Commission and a subsequent recommendation to the City Council regarding the appropriateness of the request. The Council will make the final decision at their next meeting. Application for such a permit should include four (4) copies of a detailed site plan, to scale, that documents all requirements shown on the application cover sheet **where applicable**. Applicants are encouraged to discuss their plan with the staff prior to submission.

Processing Time:	55 to 90 days
Application Fee for SUP:	\$250.00 plus \$3.00 per acre
SUP in SUD, PUD, and PURD:	\$250.00 plus \$5.00 per acre

CITY OF NORTON SHORES
4814 HENRY STREET
NORTON SHORES, MICHIGAN 49441

SPECIAL USE PERMIT

1. OWNER(s): _____ PHONE NUMBER: _____
2. EMAIL _____ FAX _____
3. ARCHITECT/ENGINEER _____ PH. # _____
4. APPLICABLE PARCEL ADDRESS: _____
5. PRESENT ZONING: _____
6. PRESENT USE: _____
7. PROPOSED DEVELOPMENT: _____

I (we) swear and attest that I (we) are owners of the above parcel of property and the information is true and accurate according to my (our) knowledge. I (we) also grant permission to authorized City Council, Planning Commission, Zoning Board of Appeals and City staff members to access the above referenced site address for inspection purposes.

ALL OWNER/APPLICANTS MUST SIGN

1. Site plan drawn to scale.
2. Property dimensions
3. Size, shape and location of existing and proposed buildings
4. Existing vegetation
5. All proposed landscaping
6. Topographical information
7. Hydro graphical information
8. Soil types
9. On-site storm water retention
10. Adjacent public or private rights-of-way and streets
11. Loading zones
12. Parking areas
13. Driveways to public streets
14. Location and description of method to dispose of sanitary wastes
15. Locations of an existing and proposed fire hydrants and water mains
16. Sidewalks
17. Proposed freestanding and wall signage
18. Dumpster locations and proposed method (s) of screening
19. Proposed on-site lighting and anticipated traveltoies
20. Anticipated amount of traffic to be generated and circulation of traffic
21. Description of building design, including proposed construction materials
22. Anticipated market to be served by proposed development, demonstrating that all proposed uses serve the ordinary needs of the surrounding residential area
23. Photographs (optional)

2019	January	February	March	April	May	June
Submission Deadline	Dec. 11	Jan. 17	Feb. 12	Mar. 12	Apr. 16	May 14
City Council 1 st Mtg.	Jan. 2	Feb. 5	Mar. 5	Apr. 2	May 7	June 4
Planning Commission	Jan. 8	Feb. 12	Mar. 12	Apr. 9	May 14	June 11
City Council 2 nd Mtg.	Jan. 15	Feb. 19	Mar. 19	Apr. 16	May 21	June 18
Board of Appeals	Jan. 23	Feb. 27	Mar. 27	Apr. 24	May 22	June 26
*****	*****	*****	*****	*****	*****	*****
	July	August	Sept.	October	Nov.	December
Submission Deadline	June 11	July 16	Aug. 13	Sept. 10	Oct. 15	Nov. 12
City Council 1 st Mtg.	July 2	Aug. 6	Sept. 3	Oct. 1	Nov. 4	Dec. 3
Planning Commission	July 9	Aug. 13	Sept. 10	Oct. 8	Nov. 12	Dec. 10
City Council 2 nd Mtg.	July 16	Aug. 20	Sept. 17	Oct. 15	Nov. 19	Dec. 17
Board of Appeals	July 24	Aug. 28	Sept. 25	Oct. 23	Nov. 27	Dec. 18

Note: FOURTH TUESDAY OF EACH MONTH IS CITY COUNCIL WORK SESSION