



SPECIAL USE PERMIT AMENDMENT REQUEST

Amendments to previously approved Special Use Permits are reviewed and approved by the City Council at a single meeting. Application for such a permit should include **six (6) 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 staff prior to submission. It should be noted that pending the extent of changes proposed in a Special Use Permit Amendment, the staff may determine that a full review by both the Planning Commission and City Council, including public hearing, is warranted.

Processing Time: 21 to 35 days

Application Fee for SUP Amendment: \$250.00; plus \$3.00 per acre

SUP Amendment in SUD, PUD, and PURD: \$250.00; plus \$5.00 per acre

FOR OFFICE USE ONLY

DATE RECEIVED:

PLANNING COMMISSION MEETING DATE:

SIX (6) COPIES SUBMITTED:

FEE PAID:

CITY COUNCIL MEETING DATE:



SPECIAL USE PERMIT AMENDMENT APPLICATION

City of Norton Shores
4814 Henry Street
Norton Shores, MI 49441
www.nortonshores.org

Applicant Information

Name: _____
Phone: _____ E-mail: _____
Mailing Address: _____

Architect/Engineer Information

Name: _____
Phone: _____ E-mail: _____
Mailing Address: _____

Property Information

Site Address: _____
Parcel Number: 27- _____
Present Zoning: _____

Nature of Request

Summarize the question or problem and reference the specific(s) of the ordinance which is involved.

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.

Signature of Applicant (s) Date _____ Date

Signature of Owner (s) Date _____ Date

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 are
23. Photographs (Optional)