



## **SPECIAL USE PERMIT APPLICATION**

The Norton Shores Zoning Ordinance allows for certain special land uses in all zoning districts. Those special land uses require the issuance of a Special Use Permit. Special Use Permits are required for ALL development in the SUD, PUD, and PURD zoning districts. Application for such permit requires 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. The City Council will then make the final decision at their next meeting.

Application for such the Special Use Permit shall include five (5) 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 City staff prior to submission. The submission deadline is 12:00 p.m. three (3) weeks prior to the next Planning Commission meeting.

Application Fee for Special Use Permit:                    \$350

Application Fee for Special Use Permit

In PUD, SUD, and PURD zoning districts:            \$350

**FOR OFFICE USE ONLY**

DATE RECEIVED:

PLANNING COMMISSION MEETING DATE:

6 COPIES SUBMITTED:

FEE PAID:

CITY COUNCIL MEETING DATE:



**Special Use Permit Application**  
City of Norton Shores  
4814 Henry Street  
Norton Shores, MI 49441  
(231) 799-6803  
[www.nortonshores.org](http://www.nortonshores.org)

**Applicant  
Information**

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_

**Property Owner  
Information**

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Mailing Address:**  
\_\_\_\_\_

**Property  
Information**

**Site Address:** \_\_\_\_\_  
**Parcel Number:** 27-\_\_\_\_\_

**\*Please see attached regarding drawing specifications.**

**Engineering Firm  
(if applicable)**

**Firm Name:** \_\_\_\_\_  
**Firm Contact Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Mailing Address:**  
\_\_\_\_\_

**Proposed Development**

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**APPLICANT SIGNATURES:**

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- Property dimensions
- Size, shape, and location of existing and proposed buildings
- Existing vegetation
- All proposed landscaping and greenbelts
- Topographical information
- Hydrographical information
- Soil types
- On-site storm water retention
- Adjacent public or private rights-of-way and streets
- Loading zones
- Parking areas
- Driveways to public streets
- Location and description of method to dispose of sanitary wastes
- Locations of an existing and proposed fire hydrants and water mains
- Sidewalks
- Proposed freestanding and wall signage
- Dumpster locations and proposed method(s) of screening
- Proposed on-site lighting and anticipated trajectories
- Anticipated amount of traffic to be generated and circulation of traffic
- Description of building design, including proposed construction materials
- Anticipated market to be served by proposed development, demonstrating that all proposed uses serve the ordinary needs of the surrounding residential area