



www.newbuffalotownship.org

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APPLICATION FOR SPECIAL LAND USE PERMIT

IDENTIFICATION

APPLICANT:

Name _____ Telephone _____

Address _____ City/State/Zip _____

PROPERTY INFORMATION:

Address _____ City/State/Zip _____

Parcel Number _____ Zoning Classification _____

APPLICATION PROCEDURES

Application for a Special Land Use Permit shall be made to the Zoning Administrator and shall include all necessary information as required by the New Buffalo Township Zoning Ordinance, ARTICLE 6 SITE PLAN REVIEW and ARTICLE 8 SPECIAL LAND USES. The New Buffalo Township Zoning ordinance is available for review at www.newbuffalotownship.org

_____ One (1) set of site plan drawings shall be submitted on sheets twenty-four (24) inches by thirty-six (36) inches and one electronic version in .pdf format. The SLU site plan must be provided at the time of application and meet the Standards for Site Plan Approval set forth in Article 6.3 of the Zoning Ordinance. The SLU site plan shall contain the following:

SITE PLAN APPLICATION REQUIREMENTS

Site Plan Item	Description	Shown on Site Plan	Written Narrative/ Submissions
1.	The date, north arrow, and scale. Scale shall be as follows: < 3 acres: One (1) inch = fifty (50) feet > 3 acres: One (1) inch = one hundred (100) feet	✓	
2.	The boundary lines of the property, to include all dimensions, gross and net acreage, and legal description.	✓	
3.	The location and width of all abutting rights-of-way.	✓	
4.	The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.	✓	
5.	The location of all existing and proposed structures and uses on the site, including proposed drives, walkways, signs, exterior lighting, parking (showing the dimensions of a typical parking area), loading and unloading areas, common use areas and recreational areas and facilities.	✓	
6.	Description of all existing and proposed structures referenced in item 5.		✓
7.	The location and identification of all existing structures within a two hundred (200) foot radius of the site.	✓	
8.	The location and description of the environmental characteristics of the site prior to development such as topography, soils, vegetative cover, mature specimen trees, drainage, streams, wetlands, shorelands, or any other unusual environmental features.	✓	✓
9.	Natural features that will be retained, removed, and/or modified including vegetation, hillsides, drainage, streams, wetlands, shorelands, and wildlife habitat.	✓	
10.	A landscaping plan with all existing and proposed landscaping, walls, and/or fences.	✓	
11.	A grading plan showing the topography of the existing and finished site, including ground floor elevations, shown by contours or spot elevations. Contours shall be shown at height intervals of two (2) feet or less.	✓	
12.	A stormwater management plan showing all existing above and below grade drainage facilities, and proposed plans incorporating low impact development water quality technologies and other best management practices.	✓	✓
13.	Location, type, and size of all above and below grade utilities.	✓	
14.	Location of any cross-access management easements, if required.	✓	
15.	Location of pedestrian and nonmotorized facilities.	✓	
16.	The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.		✓
17.	Plans to control soil erosion and sedimentation, including during construction.	✓	✓
18.	The method to be used to serve the development with municipal water.		✓
19.	The method to be used for sewage treatment.		✓
20.	The number of units proposed, by type, including a typical floor plan for each unit, dimensions, and area in square feet.	✓	
21.	Elevations for all building facades.	✓	
22.	The number of people to be housed or employed, number of visitors or patrons, anticipated vehicular and pedestrian traffic counts, and hours of operation.		✓
23.	Phasing of the project, including ultimate development proposals.	✓	
24.	General description of deed restrictions and/or cross-access management easements, if any or required.		✓
25.	The name and address of the property owner.	✓	✓
26.	Name(s) and address(es) of person(s) responsible for preparation of site plan drawings and supporting documentation.	✓	✓
27.	Sealed/stamped drawings from a licensed architect, engineer, or landscaped architect.	✓	

- A. The Planning Commission may waive any of the above required items at their discretion.
- B. A complete survey of the parcel(s) involved in the site plan shall be provided in addition to the site plan requirements.
- C. The Planning Commission, Zoning Administrator, or other party authorized by the Township may request any additional information deemed necessary in the review of submitted site plan.

1. PROPERTY INFORMATION

A. Legal description of property: _____

B. Address of Property: _____

C. Describe adjacent property uses: _____

2. ACTION REQUESTED

It is hereby requested that the New Buffalo Township Board approve the issuance of a Special Land Use Permit for the property described above which is located in zoning district

For the purpose of (state proposed use of property) _____

A previous application for a variance, special land use permit or rezoning on this land has/has not (choose one) been made with respect to these premises in the last year. If a previous appeal, rezoning or special land use permit application was made, state the date, nature of action requested and the decision:

Date: _____ Action Requested: _____

Decision (approved/denied)

3. AFFIDAVIT

The undersigned affirms that he/she or we, is/are the (specify owner, lessee, or other type of interest) _____

I agree the statements made above are true, and comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the decision that may be issued is with the understanding that all applicable sections of the New Buffalo Township Zoning Ordinance will be complied with. Further, I agree to notify the Zoning Administrator of New Buffalo Township for inspection before the start of construction and when locations of proposed uses are clearly marked on the ground. Further, I agree to give permission for officials and staff of New Buffalo Township to enter the property for the purposes of inspection subject to this application. Also, I understand that this is a Special Land Use application (not a permit) and any action by the Planning Commission/Township Board conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Applicant Signature(s) _____

_____ Date

Owner Signature(s) _____

_____ Date

For Office Use Only

FEE	
RECEIPT NO	
HEARING NO	
HEARING DATE	