

**NEW BUFFALO TOWNSHIP**  
17425 Red Arrow Hwy  
New Buffalo, Michigan 49117  
(269) 469-1011 Fax (269) 469-6711

For Office Use Only  
Fee \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Date Rec. \_\_\_\_\_  
Hearing Date \_\_\_\_\_  
Township Board Action: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

**APPLICATION FOR SPECIAL LAND USE PERMIT**

**IDENTIFICATION**

APPLICANT:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

PROPERTY INFORMATION:

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Parcel Number \_\_\_\_\_ Zoning Classification \_\_\_\_\_

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**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, CHAPTER 14 – SITE PLAN, PARKING AND SIGN REQUIREMENTS and CHAPTER 15 SPECIAL LAND USES. New Buffalo Township strongly encourages the purchase and/or review of the New Buffalo Township Zoning Ordinance. Copy of the zoning ordinance is available for purchase at the Township Hall or review online at [www.newbuffalotownship.org](http://www.newbuffalotownship.org)

Application submittal must include the following:

- A. Ten copies of a site plan containing the information required by Chapter 14 and Chapter 15 of the New Buffalo Township Zoning Ordinance.
- B. A completed application form.
- C. Payment of an application fee, as established by resolution of the Township Board. Application fee shall be non-refundable.

**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)

**GENERAL STANDARDS FOR APPROVAL**

1. The use is designed and constructed, and will be operated and maintained, so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, will be compatible with adjacent uses of land, and will not change the essential character of the area in which it is proposed.

2. The use is, or will be as a result of the special land use permit, served adequately by public services and facilities, and including, but not limited to streets, police and fire protection, drainage *structures* and refuse disposal. Adequate water and sanitation facilities must be available.
3. The use does not involve activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of traffic, noise, smoke, fumes, glare or odors.
4. The use shall represent an improvement to the use or character of the property under consideration and the surrounding area in general, yet also be in keeping with the natural environment of the site.
5. The site plan proposed for such use demonstrates compliance with the applicable specific design standards for the special land use as contained in Section 15.7.
6. The use is consistent with the New Buffalo Township *Master Plan*.

### **SITE PLAN REQUIREMENTS**

Site Plans shall be professionally prepared by a registered engineer, surveyor, architect, landscape architect, or community planner to a scale of not more than one inch equals one hundred feet (1"=100') showing the existing and proposed arrangement of the site and shall include the following:

- a. Small scale sketch of properties, streets and use of land within one quarter mile of the subject property.
- b. Existing adjacent streets and proposed streets and existing curb cuts within 100 feet of the property.
- c. All *lot lines* with dimensions.
- d. Parking lots and access points
- e. The size and location of all existing and proposed public and private utilities, easements and required landscaping.
- f. *Significant natural features*; and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, flood plains, hills, and similar natural assets.
- g. Location of any *signs* not attached to the *building*
- h. Existing and proposed *buildings*, including existing *buildings* or *structures* within 100 feet of the boundaries of the property.
- i. General topographical features including existing contours at intervals no greater than two feet.
- j. Number of acres allocated to each proposed use and gross area in *building*, *structures*, parking, public and/or *private streets* and drives, and open space.
- k. *Dwelling unit* densities by type, if applicable.
- l. Proposed method of providing sewer and water service, as well as other public and private utilities.
- m. Proposed method of providing storm drainage and/or impoundment.
- n. Written description of the computation for required parking.
- o. Name, address, and phone number of the applicant.
- p. Name, address, phone number, and professional seal of the individual responsible for preparing the plan.
- q. Signature and date. [Subsec. q added 2/19/02]

**Please Note: All Standards for Approval and Site Plan Requirements must be answered completely and shall be included on the site plan provided.**

**3. AFFIDAVIT**

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

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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