

PLANNING COMMISSION
Special Use Permit Application

APPLICANT _____ **DATE** _____

NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

OWNER (if different from applicant)

NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

Address of property for which the request is being sought: _____

EXISTING CONDITIONS

Current zoning of property: _____

Zoning Classification of adjacent properties:

North: _____ South: _____ East: _____ West: _____

List existing structures on the property and the approximate age of each. _____

Has property involved ever been the subject of a previous application? If yes, please list each one and the date the request came before the Planning Commission. _____

PROJECT DESCRIPTION

What is the special land use for which this request originated? Will this use be temporary, seasonal, or long term in nature? _____

Will the approval of the special land use necessitate changes to the property, i.e. building construction, additional parking, driveways, fencing? If yes, please provide a list of property improvements that will be associated with the special use permit. _____

Will the special land use be designed, constructed, maintained, and/or operated in a manner harmonious with the character of adjacent properties and the surrounding area? _____

Why or why not? _____

Will the special land use change the character of adjacent properties and the surrounding area? _____

Why or why not? _____

Will the special land use be hazardous to adjacent properties or involve uses, activities, materials or equipment which will be detrimental to the health, safety or welfare of persons or properties? _____

Why or why not? _____

Will the special land use produce excessive traffic, noise, smoke, fumes, or glare? _____

Why or why not? _____

Will the special land use place demands on public services in excess of current capacity? _____

Why or why not? _____

The following items must be submitted with this completed application.

1. Legal description of subject property and a list of all deed restrictions
2. Property Site Plan:
 - a. For Residential properties, applicants shall submit a drawing of the property indicating existing and proposed property features, which would include any structures, drives, fences, decks/patios, etc. The drawing should indicate where the proposed special land use is to be located. The dimensions of all existing and proposed features should be labeled, as well as property dimensions. Distances between existing and/or proposed buildings and the property lines should be included on the drawing.
 - b. Commercial/Industrial properties that propose any revisions from an approved site plan will require a new site plan submittal, per section 1265 of the zoning ordinance. If the requested special use will NOT result in changes to the property features, including buildings, parking, landscaping, etc., the applicant shall submit a drawing as specified in 2a.
2. Filing fee of \$125 made payable to the City of Coldwater

Prior to submitting the special use permit application, the applicant must contact the Neighborhood Services Department and the Fire Marshal in order to discuss requirements of the building and/or fire code. The completed application must be submitted to the Planning Department at least two weeks prior to a scheduled Planning Commission meeting. Incomplete applications will not be considered. The special use permit process will take 2-3 months and requires attendance at least two Planning Commission meetings. At the time the application is submitted, you will be given the dates of the meetings at which your request will be discussed. By signing below, the applicant confirms that they have read, understood, and will comply with these requirements for the Coldwater Planning Commission.

Signature of property owner or owner representative

Date