

**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