

# **PUTNAM TOWNSHIP**

## **SPECIAL USE PERMITS INFORMATION SHEET AND CHECKLIST**

**Special Uses** are land uses that, because of the potential for affecting surrounding properties, are only allowed after careful review by the Planning Commission and Township Board. The Board may impose conditions on a Special Use to minimize or mitigate any negative impacts.

Each zoning district contains a list of uses that can be approved only as a Special Use. Prior to approval, every Special Use must meet a set of General Standards. In addition, Chapter 29 of the Putnam Township Zoning Ordinance contains specific Site Development Requirements that apply to individual special uses. The application and plan must show how these General Standards and specific requirements will be met.

The Zoning Application Form is available at Township Hall, or may be requested by mail or fax. The information provided here is only a summary of the hearing procedures and requirements for Special Use Permit (SUP) requests. It is the responsibility of each applicant to review the Zoning Ordinance in order to comply fully with its requirements and procedures.

### **Special Use Permit Process**

1. The process begins when an applicant requests a Zoning Application, a Special Use Permit Information Sheet and Checklist from the Zoning Administrator.
2. The Zoning Administrator accepts the Zoning Application and the appropriate fee (including escrow fees to cover costs of review). All zoning applications must be filled out completely and accurately by the applicant in order to be accepted, and must be signed by the owner of the property, or his/her authorized agent. A complete application consists of the completed and signed Zoning Application, a completed Special Use Permit Review Checklist, 10 copies of the site plan, and a narrative statement explaining how the Special Use meets the General Standards in Chapter 29, Sec. 3 of the Zoning Ordinance and any applicable Site Development Requirements (Chapter 29, Sec. 4 thru 40). All of these items must be submitted at least 30 days before the Planning Commission meeting. Incomplete applications will not be accepted.
3. The Township Clerk places the item on the PC meeting agenda and publishes the required notice in a local paper. The Clerk also sends notices to all property owners and tenants within 300 feet of the property involved in the request.
4. The relevant departments and consultants will review the application and plans and their comments and recommendations will be forwarded to the PC.
5. The PC meets the **second** and **fourth Wednesday** of each month at 7:00 pm. At the meeting, the applicant will present the request, including any additional information deemed relevant to the application. The PC will ask questions, review the application and all information provided by the applicant in support of the request, and any comments provided by other departments or consultants. They will then hold a public hearing where any interested party may speak for or against the request. Following the hearing and all deliberations, the PC will make a formal recommendation to the Township Board to approve, deny, or approve the request with conditions.
6. The Township Board will make a final decision on the request. The Board is not bound by the recommendation of the Planning Commission. The General Standards for SUP approval are explained in the checklist below. Additional Site Development Requirements that specific uses need to meet can be found in Chapter 29, Sec. 4 thru 40 of the Zoning Ordinance.

7. The Board may impose reasonable conditions on any SUP approval. The PC may renew a SUP if they determine that the use will continue to benefit the public and still meets the standards and requirements as it did originally.
8. If approved, the project that is the subject of the Special Use must be under construction within a time period specified by the Board. If a request is denied, another application may not be submitted for a period of one year, unless the applicant demonstrates that there are new and significant facts or conditions that may affect the decision.
9. ***If approved, and prior to the Township Clerk issuing the Special Use Permit, the Zoning Administrator is required to perform a final site inspection verifying compliance to the requirements for approval as set forth by the Township Board.***

All meetings are held at the Township Hall. Applicants or their representatives are required to attend the meetings, so that any questions the PC or Board may have can be answered.

**Note:** Fees are set by the Township Board. Application fees are nonrefundable, and will not be returned if the application is denied or withdrawn. Additional fees may be required if the use of outside consultants is required

**Contact Information:** Any questions about SUP requests must be directed to the Zoning Administrator, who can be reached at:

**Putnam Township Hall**  
3280 West M-36  
Pinckney, MI. 48169  
Telephone: (734) 878-3131  
Fax: (734) 878-2545

Office Hours: Monday, Tuesday, Thursday & Friday  
9:00 am until 5:00 pm, closed from noon until 1:00 pm.

**SPECIAL USE PERMIT CHECKLIST  
PUTNAM TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN**

**NAME OF PROJECT:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

This checklist must be filled out and returned with the application form and site plan as required below. For information on Special Use Permits, please request the Information Sheet for Special Use Permits from the Zoning Administrator.

**Deadline:** The items required below must be submitted no less than thirty (30) days prior to the meeting of the Planning Commission. The Planning Commission meets the second and fourth Wednesday of each month at 7:00 p.m. The Zoning Administrator will determine if the application is complete before distribution to the Township's consultants. **Incomplete applications will not be accepted.**

<b>Application Requirements</b> (check off each item included with your submission)	
	Three (3) completed and signed copies of the application for site plan review
	A concise statement of the specific use to which the affected land and/or structure is to be put.
	A legal description of the site or plot of land upon which the specified use will be located.
	Twelve (10) copies of the site plan, plot plan or development plan, drawn to scale, showing:
	Boundary of the total property involved
	Location of all abutting roads and streets
	All existing and proposed structures, with dimensions and setbacks.
	Types of buildings and structures
	Existing and proposed uses
	Narrative statement that the application meets the findings in Chapter 29 (see below) and applicable Site Development Requirements.
	Site Plan Review Fee (nonrefundable)
	Site Plan Review Escrow Fee (see Zoning Administrator; unused portion of escrow fees will be returned)
	This checklist, filled out completely

All items must be submitted. The Zoning Administrator is not authorized to waive any of the above requirements.

**Basis of Determination:** Chapter 29, Sec 3 lists General Standards which the Planning Commission must consider in determining whether to grant a Special Use permit. A narrative is required with the application that shows how **each** of these Standards is met.

- 1) Is designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that the use will not change the essential character of the area in which it is proposed;
- 2) Is served adequately by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities;
- 3) Does not result in excessive additional requirements at public cost for public facilities and services; and
- 4) Does not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any persons or property in the vicinity, or the general welfare, by reason of excessive effects of traffic, noise, smoke, fumes, glare, or odors or other effects determined relevant by the Planning Commission. The narrative must be included with the application .

**Contact the Putnam Township Zoning Administrator** for any questions regarding the above requirements:

**Putnam Township Hall**  
3280 West M-36, Pinckney, MI. 48169

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