

CITY OF WOODHAVEN  
SPECIAL USE PERMIT APPLICATION

NOTICE TO APPLICANT: This application will first be heard by the Planning Commission and subsequently by the City Council, who will make the final decision. Planning Commission meetings are normally scheduled on the second Tuesday of each month. Any such application, together with all required information, must be filed with the City Clerk's office fourteen (14) calendar days preceding this meeting. The Planning Commission, upon reviewing the application at their meeting, shall schedule the master for a public hearing as required. The applicant's presence, at meetings where the request is on the agenda, is required unless otherwise notified. Subsequent to their public hearing, the Planning Commission will forward their minutes of the hearing, together with their recommendation to the City Council for final action.

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**FOR CITY USE:**

Special Use Permit No. \_\_\_\_\_ Fee Paid \_\_\_\_\_

Applicant Name \_\_\_\_\_

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

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**TO THE PLANNING COMMISSION AND CITY COUNCIL**

I, (We) the undersigned, do hereby respectfully make application for site plan review of the following described property:

**APPLICANT  
CHECKLIST**

Yes No N.A  
( ) ( ) ( )

1. The property is located on \_\_\_\_\_  
between \_\_\_\_\_  
and \_\_\_\_\_  
on the \_\_\_\_\_ side of the street.

2. The property is part of a recorded plat and is known \_\_\_\_\_ ( ) ( ) ( )  
as Lot(s) Number \_\_\_\_\_  
of \_\_\_\_\_ (Subdivision)  
Tax Number(s) \_\_\_\_\_

3. The property is in acreage, and is not therefore, part \_\_\_\_\_ ( ) ( ) ( )  
of a recorded plat. Tax Number(s) \_\_\_\_\_

4. The subject property is owned by: ( ) ( ) ( )

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address: \_\_\_\_\_

5. Firm or individual requesting Site Plan Review of above described property: (indicate authorization as designated agent if owner does not sign application) ( ) ( ) ( )

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address: \_\_\_\_\_

6. It is proposed that the property will be developed as follows: ( ) ( ) ( )  
(Include a description of: general topographic conditions, vegetation, drainage patterns, and to what extent the proposed development will alter these conditions: You may use additional pages.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The applicant shall include a description of the number of persons and/or employees and vehicles involved in the proposed activity. These statistics will be related to proposed hours and days of operation and anticipated peak occupancy periods. These projections will include current and long-range estimates of these characteristics. ( ) ( ) ( )

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. A description of potential alterations in noise, dust, vibrations, fumes, odors and any other sensory effects which would result from the proposed activity.

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9. A description of how the proposed use conforms with existing and potential land use development in the area. The applicant shall address any deviations proposed from the City Master Plan.

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10. A description of special design features (i.e., increased setbacks, walls, berms, greenbelts, circulation, engineering, etc.) and/or operation restrictions which are proposed to minimize any conflicts with adjacent public and private properties and the community at large.

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11. All applicable data listed below must be included on all Site Plans submitted for review and processing.

a. Title block containing:

- (1) Project name ( ) ( ) ( )
- (2) Sidwell number ( ) ( ) ( )
- (3) Proprietor ( ) ( ) ( )
- (4) Architect, Engineer, Designer or Planner preparing plan ( ) ( ) ( )
- (5) Date, northpoint, and scale (scale shall not be less than 1" = 50' if subject property is less than three acres, and 1" = 100' if more than three acres. The sheet size shall be 24" x 36"). Legend ( ) ( ) ( )

b. Location map, scale 1" - 2000' showing major thoroughfares, site location, adjacent zoning and drainage courses. ( ) ( ) ( )

c. Property line dimensions, with ties to major thoroughfares and to a section corner or quarter corner. ( ) ( ) ( )

d. Description of site metes and bounds for acreage parcels, lot number(s), liber and page in subdivisions, are of site (in square feet and acres). ( ) ( ) ( )

e. Physical features (these requirements may be waived if no good purpose is shown):

- (1) Existing topography, with contours at 2' intervals, (based on U.S.G.S. datum) extending a minimum of 100' beyond site boundaries. ( ) ( ) ( )
- (2) Existing drainage course & existing lake or stream elevations. ( ) ( ) ( )
- (3) Size and location of trees. ( ) ( ) ( )

f. Zoning of subject property. ( ) ( ) ( )

g. The location and use of all existing and proposed structures on subject property together with all necessary set backs. ( ) ( ) ( )

h. The location, zoning and use of all existing structures and/or properties within 100 feet of the subject property. ( ) ( ) ( )

i. A schedule of required and proposed parking spaces, including handicapped. ( ) ( ) ( )

j. Proposed building heights or building elevation of proposed building(s) (typical elevations may be submitted if buildings are the same). Separate drawing sheets are permissible if related to specific buildings on site plan. ( ) ( ) ( )

- k. For Multiple-Family development, provide typical floor plans for each type unit indicating: (separate drawing sheets are permissible if related to specific buildings on Site Plan. Only 3 copies of such plans are required.)
  - (1) Principal entrances and service entrances. ( ) ( ) ( )
  - (2) Relationship of typical unit within each structure. ( ) ( ) ( )
  - (3) Number and uses of rooms, including a breakdown of how many 1 bedroom, 2 bedroom, 3 bedroom units. ( ) ( ) ( )
  
- l. For nonresidential developments, provide a floor plan to scale (separate drawings are permissible if related to building(s) shown on the Site Plan, only 3 copies of such plans are required), indicating:
  - (1) The interior layout of the building. ( ) ( ) ( )
  - (2) What each room is to be used for. ( ) ( ) ( )
  - (3) The floor area of each room. ( ) ( ) ( )
  - (4) Buildings built on speculation shall so indicated when floor plans are not finalized and a schedule of anticipated parking needs shall be known. ( ) ( ) ( )
  
- m. The location and right-of-way widths of all existing and proposed abutting streets, alleys, railroads and rivers. Reference Master Plan for Major Thoroughfare proposals. ( ) ( ) ( )
  
- n. Location and dimension of off-street loading area, if applicable. ( ) ( ) ( )
  
- o. Location and dimensions of outdoor storage and trash areas including details of any screening walls and/or perimeter controls. ( ) ( ) ( )
  
- p. Planting plan and plant material list for any greenbelts, berms, etc. ( ) ( ) ( )
  
- q. Location and size details of any signs proposed. ( ) ( ) ( )
  
- r. Exterior lighting as it relates to adjacent properties. ( ) ( ) ( )
  
- s. A statement permitting initial review by the engineer relative to the proposed means and location of:
  - (1) Water supply ( ) ( ) ( )
  - (2) Sanitary waste disposal ( ) ( ) ( )
  - (3) Storm water disposal ( ) ( ) ( )
  - (4) Paving ( ) ( ) ( )
  - (5) Generalized site and paving grades ( ) ( ) ( )
  
- t. Cost estimates for all improvements such as: landscaping, wells, berms, parking areas, lighting, signs, etc., which are not included under the regular building permit. ( ) ( ) ( )

u. If phased construction is to be used, each phase must be noted and each phase must stand on its own. ( ) ( ) ( )

v. Submit completed application with applicable fee. ( ) ( ) ( )

I certify that all required information is presented on this application and/or accompanying plans. Incomplete applications will be returned to applicant and presentations postponed until complete information is provided.

Approval of Special Use Permit does not infer any approval of engineering or building details and plans. Any comments and/or recommendations to the Planning Commission and Council by the Engineer or building Inspector will generally be tentative in nature and their final review of detailed engineering and building plans will be necessary prior to the issuance of a building permit. In addition, the applicant must also furnish verification to the City that the application, site plan(s) and conditions for an approved Special Use Permit has been filed with the Wayne County Register of Deeds as a condition of use on the subject property before any building permit is issued.

\_\_\_\_\_  
Print Name of Petitioner/Owner

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Signature of Petitioner/Owner

\_\_\_\_\_  
Date