

CHARTER TOWNSHIP OF HARING

515 BELL AVENUE, CADILLAC MI 49601

(231) 775-8822 FAX (231) 775-8830

<http://www.twpofharing.org>

zoning@twpofharing.org

APPLICATION FOR: (check all that apply)

<input checked="" type="checkbox"/>	Site Plan Review (\$100)	_____	Rezone to: _____ (\$400)
_____	Subdivision Plat Review (\$100)	_____	Zoning Board of Appeals (\$440)
_____	Special Use Permit (\$200)	_____	Other _____

(The fees listed above are established by the Charter Township of Haring Board of Trustees by Resolution and are subject to change)

Applicant Information:

Name: _____ Date: _____

Address: _____

Location if not the same address: _____

Phone: () _____ Fax: () _____ E-Mail: _____

Parcel Number: 2209- _____ Current Zoning: _____

Legal Description: _____

Description of Request and Proposed Use: (attach pages as needed) _____

If the request is for a rezone:

I hereby attest that the information on this application is true and accurate to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Optional: I hereby grant permission for the Zoning Administrator, and /or members of the Board to which this application is made to enter the above described property for the purpose of gathering information related to this application. *Note: This permission is optional and failure to grant permission will not affect any decision on your application.*

Signature of Applicant: _____ Date: _____

Office Use Only:	
Date Received: _____	Fee Paid: _____
Documents Received: _____	
Other: _____	
Application accepted by: _____	

*Charter Township of Haring – Site Plan Review
GUIDELINES FOR USE OF REVIEW FORM*

PART 1. (Ministerial Decisions) - Threshold questions to be answered by zoning administrator or site plan review officer upon receipt of site plan submission from applicant. These frequently involve numerical standards and can always be answered, "yes" or "no," by direct reference to the cited sections of the Zoning Ordinance. The reviewer should address these questions:

- §206(1) Is a Site Plan required?
- §206(2) Is the submission complete? If not, return submission to applicant with instructions for completion.
- a) Is the plan to scale?
 - b) Is the scale shown? Plan dated? Arrow pointing North?
 - c) Are all dimensions, lot lines and relationships to abutting properties shown?
 - d) Are locations of existing & proposed structures and all structures within 100' shown?
 - e) Are locations of existing & proposed drives & parking spaces shown?
 - f) Are locations and widths of all rights of way, streets and alleys shown?
- §202 If accessory buildings are proposed, are they compliant?
- §203 If open storage is proposed, are performance standards met?
- §205 If site is a corner lot, are corner clearances compliant?
- §210 If fences or walls are required, are they compliant?
- §214 Does the site have required access?
- §218 Are water & sewer requirements met? Required permits issued?
- §219 Does the submission show compliance with off-street parking regulations, if applicable?
- Number of spaces? [See §§ (2),(3)]
 - Drainage? [See §§ (5)(A)]
 - Width? [See §§ (5)(B)]
 - Stacking Areas? [See §§ (5)(B)]
 - Angles? [See §§ (5)(B)]
 - Aisles? [See §§ (5)(B)]
 - Lighting? [See §§ (5)(C)]
 - Screening? [See §§ (5)(D)]
- §305 Is the proposed use permissible in the zoning district where the development is proposed to be located?
- If no, site plan must be denied.
 - If permissible by right, Site Plan Review Officer completes site plan review.
 - If permissible only by Special Use Permit, Planning Commission must sign off on Part 1 review and conduct part 2 review.
 - If proposed use is not listed as permissible by right or special use permit within at least one zoning district, applicant must seek a use classification from Zoning Board of Appeals under §304(2) and 703(3)(b). Site plan review stops pending decision by ZBA.

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- §305 Does the submission show compliance with numerical standards applicable to the zoning district in which the site is situated?
- Maximum building height?
 - Minimum lot area?
 - Maximum lot coverage?
 - Minimum road frontage?
 - Front, side and rear set-backs?
 - Other numerical regulations/ requirements?
- §505 Does the submission show compliance with additional numerical requirements applicable specifically to the proposed use (if any)? See also §212 (mobile home parks), §221 (single family dwellings), §222 (telecommunications towers).

VARIANCES: *If applicant cannot comply with applicable numerical provisions of Sections 202, 203, 205, 210, 219, 305 and/or use-specific numerical requirements (§212, 221, 222 or 505), the site plan review process must **stop**. A variance, based on a showing of "**practical difficulty**" must be obtained from the Haring Township Zoning Board of Appeals under §703(1), (la) **before** site plan review can continue.*

PART 2: (Discretionary Decisions) – This analysis involves making "findings of fact" and reaching decisions (conclusions of law)¹ by applying facts as submitted, to the Ordinance's provisions. These decisions require judgment and, often, the "balancing" of competing interests. Such decisions may be made by the Site Plan Review Officer for uses allowable by right in a particular district, or in all other cases, by the Planning Commission. The reviewing officer/body must consider:

§206(3) **Harmoniousness** - Overall, is the design harmonious with:

1. §206(3)(a) **Adjacent properties? The surrounding area?**

Why yes or no? If no, what changes, additions, deletions or modifications to the plan, as submitted will render the design harmonious?

2. §206(3)(b) **Driveways** – Are the location, design of ingress/egress drives compatible with:
 - (1) Streets giving access to the site?
 - (2) Pedestrian Traffic?

Why yes or no? If no, what changes, additions, deletions or modifications will render the design compatible?

3. §206(3)(c) **Traffic Circulation** - Are traffic circulation features within the site:
 - (1) Safe and convenient for both vehicular and pedestrian traffic, on and off site?
 - (2) Satisfactory for and in harmony with development of contiguous land and adjacent neighborhoods?

¹ When you decide that standard is not met (i.e. check "no ") you have made a conclusion of law. Your objective reasons/or reaching that conclusion are "findings of fact. "

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Why yes or no? If no, what changes, additions, deletions or modifications in the design will assure compliance with these criteria?

4. §206(3)(c) **Parking** - Are locations of automobile parking areas:
- (1) Safe and convenient for both vehicular and pedestrian traffic, on and off site?
 - (2) Satisfactory for and in harmony with development of contiguous land and adjacent neighborhoods?

Why yes or no? If no, what changes, additions, deletions or modifications in the design will assure compliance with these criteria?

5. §206(3)(d) **Other Requirements/ Conditions** - What additional conditions should be imposed and maintained to assure conformity with the objectives set forth in §206(3) and the Ordinance as a whole?
- (1) Landscaping?
 - (2) Fencing? [See also §§205, 210]
 - (3) Walls?
 - (4) Other Requirements/Conditions?

In cases of Special Uses, §503(3) gives the Planning Commission broad discretion to impose additional conditions or safeguards deemed necessary to achieve the objectives of the Ordinance. When imposing such conditions, it is especially important to document reasons for the condition tied to a specific objective of the Zoning Ordinance. (See §102).

In reviewing site plans, making findings and reaching conclusions as to specific standards, the reviewing body should be as specific as possible, citing applicable standards by reference to the zoning ordinance. Reasons (facts) supporting the conclusion should be stated in writing on the review form. Conditions imposed should also be specifically stated and related to factual findings and specific provisions of the Ordinance. (Use additional sheets if necessary). Arbitrarily imposed conditions will not survive a court challenge.