

Case # \_\_\_\_\_

**APPLICATION FOR:**  SPECIAL LAND USE PERMT

Fee: \$\_\_\_\_\_

SITE PLAN REVIEW  ADMINISTRATIVE

Rcpt. # \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**Property Information**

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

Zoning District: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Parcel Size: \_\_\_\_\_

Cross Streets: \_\_\_\_\_

**Engineer – Architect – Surveyor – Other Consultant**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**Project Title and Brief Description** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Completion Schedule/Phasing:** \_\_\_\_\_  
\_\_\_\_\_

**Site Plan/Operational Information Submitted (2 complete copies; maximum scale 1" = 50', 1" = 100' over 3 acres)**

**Existing Site Conditions:**

- Location/Vicinity/Zoning Map
- Site Boundaries & North arrow
- Existing Use of Property
- Existing Site Improvements
- Existing Roads, Utilities

**Proposed Site Conditions:**

- New or Expanded Buildings
- Parking, Driveways, Curb Cuts
- Utilities, Drainage, Trash Storage
- Screening, Fencing
- Other: \_\_\_\_\_
- Site Lighting, Signage
- Loading/Unloading Areas
- Hours of Operation
- Number of Employees

**Applicant's Signature**

I am the owner of the property included in this application or am officially acting on the owners' behalf. I hereby attest that the information on this application form, the site plan and other attachment(s) is, to the best of my knowledge, true and accurate. I hereby grant permission to the Township Staff and/or any appropriate Township Official to access this property to review the accuracy of the information submitted.  **Yes**  **No**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Site Plan – Special Land Use Application

### Property Zoning Information

(For applicable Zoning information or assistance, contact the Zoning Administrator at 989-739-9019 or visit the Township's web page at [www.oscodatwp.com](http://www.oscodatwp.com) and click on Ordinances, Zoning Ordinance 165)

Zoning District(s): \_\_\_\_\_

Is part or all of property in:     Floodplain     Wetland     DDA District     Overlay District \_\_\_\_\_

Lot Requirements:                      **Lot Area:**    **Lot Width:**  
 Minimum: \_\_\_\_\_    Minimum: \_\_\_\_\_  
 Proposed: \_\_\_\_\_    Proposed \_\_\_\_\_

<b>Development Parameters:</b>	<b>Building Area</b>	<b>Footprint</b>	<b># floors</b>	<b>Total Area</b>
	Principle	_____	_____	_____
		_____	_____	_____
	Accessory	_____	_____	_____
	Use(s)	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
	Residential Units	Total No. _____	Size(s) _____	

<b>Principle Building Setbacks:</b>				<b>Building Height:</b>	<b>Building Coverage:</b>
Required:	Front _____	Side _____	Side _____	Rear _____	Maximum: _____
Proposed:	Front _____	Side _____	Side _____	Rear _____	Proposed: _____

<b>Accessory Building Setbacks:</b>				<b>Building Height:</b>	<b>Building Separation:</b>
Required:	Front _____	Side _____	Side _____	Rear _____	Maximum: _____
Proposed:	Front _____	Side _____	Side _____	Rear _____	Proposed: _____

<b>Parking Spaces:</b>	<b>Total Spaces</b>	<b>Accessible</b>	<b>Van Accessible</b>	<b>Loading</b>
	Required: _____	_____	_____	_____
	Proposed: _____	_____	_____	_____

**Special Conditions, Other Requirements:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OSCODA TOWNSHIP**  
**Site Plan – Special Land Use Application**  
**SITE PLAN DRAWING INFORMATION**

As part of a Special Land Use Permit or a Site Plan application, two (2) copies of a site plan drawing must be submitted. The site plan must be drawn to an accurate scale, at a maximum scale of 1 inch = 50 feet; for parcels three (3) acres or more in size, the maximum scale may be 1 inch = 100 feet. The site plan drawing(s) must include the following information:

**A. Existing Site Conditions:**

- A location map, showing the location of the site, its current zoning and the zoning of adjacent properties
- Property lines and dimensions of the site, and a "North" arrow.
- All structures and other improvements currently located on the property with their size(s) indicated.
- All roads, utilities or easements adjoining, abutting or traversing the property.

**B. Proposed Site Conditions:**

- The proposed placement of any new structure, addition or other improvement on the property, showing the dimensions of the improvements, including building height, and the distances between the improvements and other structures and the lot lines.
- An accurate depiction of the proposed driveway access to the property, the location and number of parking spaces, accessible parking spaces, and loading/unloading spaces to be provided, as well as any sidewalks or other pedestrian access facilities to be provided.
- The general location of proposed utilities, wells and septic tanks and fields to serve the proposed use, and the trash storage area and proposed screening.
- The location and design of any walls, fencing, earth berms or landscaping to provide screening of the use from adjacent streets and properties.
- The nature, location and size of each use to be provided on the site.
- For residential use, the location and number of dwelling units, the number of bedrooms per unit and the size(s) of the proposed units.

**C. Operational Information**

For non-residential uses, a written description of the application should be provided describing the nature of the proposed use(s), hours of operation, total number of employees and employees by shift, and any other descriptive information that may be necessary to show that the application will meet applicable standards in the Zoning Ordinance.



OSCODA TOWNSHIP  
Site Plan – Special Land Use Application

Official Use Only

Application Submitted: \_\_\_\_\_ Complete Application Accepted: \_\_\_\_\_ By: \_\_\_\_\_

Zoning Information Reviewed and Verified as:  Complying  Non-complying\* with basic standards of the \_\_\_\_\_ District.

\*Non-compliance(s): \_\_\_\_\_

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

Approval Required:  Zoning Administrator (see Sec. 10.1B & C)  Planning Commission

For Villages of Oscoda and/or Wurtsmith Properties, Earth-Tech review and approval is also required:

Earth-Tech Approval: \_\_\_\_\_  
Signature Date

Administrative Review:

In accordance with  Section 10.1(B)  Section 10.1(C) of the Zoning Ordinance, I find this application  meets  does not meet applicable requirements. Therefore, I hereby  **Approve**  **Deny** this application.

\_\_\_\_\_  
Zoning Administrator Signature Date

Planning Commission Review:

Public Notice Mailing Date: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Public Hearing/Meeting Date: \_\_\_\_\_ Materials to Commission: \_\_\_\_\_

Planning Commission Action:  **Approved**  **Approved with Conditions**  
 **Denied** \_\_\_\_\_  
Date

Conditions of Approval \_\_\_\_\_

And/or Other Information: \_\_\_\_\_

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

OSCODA TOWNSHIP  SPECIAL LAND USE  SITE PLAN APPLICATION

Permit(s) Approved/Denied \_\_\_\_\_  
Zoning Administrator Signature Date Number