



Charter Township of Orion

Planning & Zoning Department

2525 Joslyn Rd., Lake Orion MI 48360

P: (248) 391-0304 ext. 5000; Fax (248) 391-1454

Checklist for Special Land Use Application

Applications must be submitted by noon on Wednesday, four weeks prior to a scheduled meeting. Meetings are held on the first and third Wednesday of each month, unless otherwise specified.

Pursuant to Zoning Ordinance 78, Section 30.02, B, 7 the applicant or a designated representative must be at all scheduled review meetings. Refer to 30.02, B, 13 for the criteria the Planning Commission will use to evaluate a special land use.

The following must accompany your completed application; incomplete submittals will not be accepted.

- Complete application including original ink signatures of property owner and the applicant.
- The Special Land Use Review fees calculated using Ordinance No. 41.
- Proof of ownership. Acceptable forms of documentation include: Warranty Deed, Quit Claim Deed, Land Contract, or Option to Purchase with a Copy of the Warranty Deed.
- 13 copies of the current site plan if no change is proposed to the site plan.
 - Please note, if changes are proposed to the site plan, per Zoning Ordinance 78, Section 30.02, B, 12, an application for site plan approval may also be necessary. Please see separate Site Plan application for requirements.
- 13 sets of all supporting documents, reports, studies etc.
- PDF format copy of all information submitted (may be emailed or provided on a USB/flash drive).

The Township reserves the right to request additional copies of printed materials as necessary.

If you have any questions, please call the Planning & Zoning Department (248) 391-0304 ext. 5000



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Case # _____
Meeting Date: _____

**Charter Township of Orion Planning Commission
Special Land Use Approval Application**

30.02, A. Intent: Special land use procedures and standards are instituted to provide consistent and uniform guidelines for the Planning Commission to follow in arriving at any special land use decision over which it has jurisdiction. Special land uses are uses that may be permitted in a district, but only if certain specified conditions are met, and only after review and approval by the Planning Commission. The review procedures which are conditions for approval are intended to provide protection for adjacent uses and ensure full compliance with the standards contained within Zoning Ordinance 78 and other applicable local ordinances and State and Federal laws.

Project Name: _____

Name of Development/Business if applicable: _____

Applicant	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____
*Property Owner(s)	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____ * If the name on the deed does not match the name of the property owner on this application, documentation showing the individual is the same as the company name must be provided.
Plan Preparer Firm/Person	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____
Project Contact Person	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____

Property Description

Sidwell Number(s): _____

Location or Address of Property: _____

Side of Street: _____ Nearest Intersection: _____

Acreage: _____ Current Use of Property: _____

Is the complete legal description printed on the site plan? Yes No (if no please attach to the application)

Project Information

Subject Property Zoning: _____ Adjacent Zoning: N. _____ S. _____ E. _____ W. _____

Give a detailed description of the proposed use, if applicable please indicate the number and size of the buildings or units being proposed _____

Submittal to Outside Agencies

Pursuant to Zoning Ordinance 78, Section 30.01 C. a copy of this application and two copies of the site plan must be submitted to the each of the following agencies: Please provide the Township with a copy of each transmittal and proof of delivery.

AT&T 54 Mill St. Pontiac, MI 48342	Oakland County Water Resources One Public Dr. Waterford, MI 48328
Consumers Power Company 14500 Dixie Hwy. Holly, MI 48442	Oakland County Health Department 1200 N. Telegraph Rd. Pontiac, MI 48341
DTE Energy 37849 Interchange Dr. Farmington Hills, MI 48335	Road Commission of Oakland County (if applicable) 2420 Pontiac Lake Rd. Waterford, MI 48328
Michigan Department of Transportation (if applicable) 800 Vanguard Dr. Pontiac, MI 48341	

Compatibility of Adjacent Uses	<p>The proposed special land use shall be designed, constructed, operated, and maintained so as to be compatible with uses of adjacent land. The site design of the proposed special land use shall minimize the impact of site activity on surrounding properties. In determining whether this requirement has been met please describe the consideration given to the following: Location and screening of vehicular circulation and parking areas in relation to surrounding development _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Location and screening of outdoor storage, outdoor activity or work areas and mechanical equipment, in relation to surrounding development _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>The hours of operation of the proposed use _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>The bulk, placement and materials of construction of the proposed use in relation to surrounding uses _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Compatibility with Master Plan	<p>Describe how the proposed special land use is compatible with and in accordance with the general principles and objectives of the Orion Township Master Plan and how it promotes the intent and purpose of Zoning Ordinance 78. _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Public Services	<p>Describe how the proposed special land use is located so as to be adequately served by essential public facilities and services, such as highways, streets, police and fire protection, drainage systems, water and sewage facilities, and schools.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Impact on Traffic

The location of the proposed special land use within the zoning district shall minimize the impact of the traffic generated by the proposed use on surrounding uses. Describe the consideration given to the following:

Proximity and access to major thoroughfares _____

Estimated traffic generated by the proposed use _____

Proximity and relation to intersections _____

Adequacy of sight distances _____

Location of and access to off-street parking _____

Required vehicular turning movements _____

Provision for pedestrian traffic _____

Detrimental Effects

The proposed special land use shall not involve any activities, processes, materials, equipment, or conditions of operation, and shall not be so located or designed, as to be detrimental to public health, safety, and welfare. Describe the consideration given to the production of traffic, noise, vibration, smoke, fumes, odors, dust, glare, and light. _____

Enhancement of Surrounding Environment

The proposed special land use shall provide the maximum feasible enhancement of the surrounding environment and shall not unreasonably interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value. Describe how consideration was given to:

Landscaping & other amenities _____

The bulk placement and materials of construction of proposed structures in relation to surrounding uses _____

Isolation of Existing
Land Use

Explain how the location of the proposed special land use does not result in a small residential area being substantially surrounded by non-residential development, and further, the location of the proposed special land use does not result in a small non-residential area being substantially surrounded by incompatible uses: _____

Required Signage

Pursuant to Zoning Ordinance 78, Section 30.02 D a sign indicating the requested special land use shall be installed on the parcels(s) no less than 15 days prior to the scheduled public meeting. Please check one:

- I have reviewed Section 30.02 D and will install the sign(s) as required.
- I would like to lease signage from the Township and for it to be installed it as required (please complete attached Sign Request Form).

I/We, the undersigned, do hereby submit this application for Special Land Use, pursuant to the provisions of the Charter Township of Orion Zoning Ordinance; No. 78, Section 30.02 and applicable ordinance requirements. In support of this request the above facts are provided. I hereby certify that the information provided is accurate and the application that has been provided is complete.

Signature of Applicant: _____ Date: _____
(must be original ink signature)

Print Name: _____

I, the property owner, hereby give permission to the applicant listed above to act as my agent in submitting applications, correspondence and to represent me at all meetings. I also grant permission to the Planning Commission members to visit the property, without prior notification, as is deemed necessary.

Signature of Owner: _____ Date: _____
(must be original ink signature)

Print Name: _____

Version 3/2/17



Charter Township of Orion

Planning & Zoning Department
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Project Name _____

PC# _____ Parcel#(s) _____

Please select an option below:

Permission to Post on Web Site

By signing below as applicant and on behalf of my consultants, we agree to allow the plans for the above named project, in which approval is being sought by the Planning Commission and/or Township Board, to be posted on the Township website.

Signature of Applicant

Date

Printed Name of Applicant



Proposed Rezoning Change Sign

Special Use Sign

SIGN REQUEST FORM

OWNER/ APPLICANT INFORMATION

Name:		Phone Number: ()	
Address:	City:	State:	Zip Code:
Signature:			

PROPOSED ZONING ADDRESS

Address where the Work will Occur:	Parcel Id Number:
Number of Signs Requested (check box): <input type="checkbox"/> 1 (\$350.00) <input type="checkbox"/> 2 (\$450.00) <input type="checkbox"/> 3 (\$550.00) <input type="checkbox"/> 4 (\$650.00)	

**Please make check payable to "Orion Township" and reference "B&G Sign Request" in memo area*

Additional Comments:

PLANNING & ZONING USE ONLY

Date for installation:	Removal Date:
Check box: <input type="checkbox"/> Completed application	<input type="checkbox"/> Payment received (Total Payment: _____)
<input type="checkbox"/> Buildings & Grounds notified of installation date	<input type="checkbox"/> Buildings & Grounds notified of removal date
<input type="checkbox"/> Copy of Request Form Sent to Buildings & Grounds	

BUILDINGS & GROUNDS USE ONLY

Check Box: Installation completed Removal completed

Work completed by: _____ **Date:** _____

SURVEY FOR BUILDER/DEVELOPERS

Did you know Orion Township is located within the Clinton River Watershed?

A watershed is another name for a river basin. It is an area of land that drains into a common body of water. Did you know that rain water and melting snow makes its way into our lakes and the Clinton River after it leaves the parking lot or storm drain? Orion Township, along with our neighboring communities, is in the process of developing a watershed management plan to comply with Federal stormwater permit regulations to improve the quality of stormwater generated from new development and redevelopment. Your opinion on the following questions would be appreciated. Please answer these short questions and return to the Building Department.

1. Please rate the following governmental goals and objectives.

	Very Important	Important	Not Important	Don't know
Improving Recreational Quality & Opportunities				
Preserving Fish & Wildlife Habitat				
Reducing erosion and flooding				
Protecting wetlands and woodlands				

2. How significant do you believe the problems caused by soil erosion, chemicals such as fertilizer, oil and pesticides are in the watershed?

Very Significant	Somewhat Significant	Insignificant	Don't Know

3. Are you aware of the functional benefits of preserving natural features in stormwater management, such as increasing infiltration capacity and slowing runoff and decreasing infrastructure expenses?

YES

NO

4. Have you experienced a correlation between preservation of natural areas and quality of the development or sales volume?

YES

NO

5. Have you implemented State recommended Best Management Practices (BMPs), such as bio-retention, vegetated swales, or porous pavement in past developments?

YES

NO

Over Please

SURVEY FOR BUILDER/DEVELOPERS

6. Would you be interested in participating in future surveys or volunteer committees?

YES

NO

Contact Information

Name	
Address	
Phone	
Email	