



TOWNSHIP OF CLAY

County of St. Clair

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CLAY TOWNSHIP SPECIAL APPROVAL LAND USE AND SITE PLAN CONSIDERATION APPLICATION

1. Completed application, checklist, and fees, along with **ten (10) copies** of a signed and sealed Site Plan and a **Digital Copy of Site Plan** (whether the application is for Site Plan Consideration, Special Approval Land Use, or both) must be submitted to the Building/Zoning Official in the Building Department.
2. Once the Site Plan has been determined acceptable by the Clay Township Building/Zoning Official and the Clay Township Professional Planner and all ordinance-compliant paperwork is submitted, all information will be forwarded to the following departments for their review - Clay Township Professional Planner, Clay Township Professional Engineer, Clay Township Police Department, Clay Township Water & Sewer Department, Clay Township Assessing Department, Clay Township Building/Zoning Department, and the Clay Township Fire Department - to address any problems that may arise and make comments prior to the scheduled meeting date. Also, at this time, the application will then be scheduled for the next available *agenda of the Clay Township Planning Commission.
3. The Special Approval Land Use Application requires a Public Hearing. The process of this application could take as long as two months.
4. Planning Commission schedule: * 4th Wednesday of the Month

Please find attached:

- 1) Application
- 2) Checklist
- 3) Affidavit



CLAY TOWNSHIP APPLICATION

Special Approval Land Use ☐ Site Plan Consideration ☐

10 hard copies and 1 digital copy of complete drawings must be submitted with this application

Address of Property: _____

Name of Proposed Development: _____

Parcel Number: _____

Lot Size: _____ Existing Zoning: _____

Legal Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant: _____

Address: _____

Phone: _____ Email: _____

Architect/Designer: _____

Phone: _____ Email: _____

Engineer: _____

Phone: _____ Email: _____

Has this project been reviewed before? ☐ Yes ☐ No

Proposed activities (Check all that apply)

☐ New Building

☐ Demolition

☐ Expansion of Existing Building

☐ New/Expanded Parking Area

☐ New/Expanded Use

☐ Other

Details of the proposal (attach additional sheets if necessary)

Is a variance required for your proposal? ☐ Yes ☐ No If Yes, has it be granted?

SIGNATURE OF APPLICANT/OWNER:

OFFICE USE ONLY

Date Received: / /

Project Number:

Review Fee: \$

CLAY TOWNSHIP SITE PLAN CHECKLIST

Submitted plans shall contain the following:

General Site Data.

- ☐ A detailed description of the proposed use, including the typical hours of operation, number of employees, types of equipment used on site, and other such information as deemed necessary for review by the Planning Commission.
- ☐ The seal and signature of the registered architect or registered professional engineer who prepared it.
- ☐ The dimensions of all improvements and yards shall be labeled to indicate the plan's compliance with the applicable Zoning Ordinance standards and requirements.
- ☐ The site plan shall be drawn to a minimum scale of 1" = 20' or 1" = 30' for sites less than five (5) acres, and at 1" = 50' or 1" = 100' for sites five (5) acres or more, and shall contain scale, date, revisions, and north point.
- ☐ Complete legal description.
- ☐ The size of the site expressed in acres.
- ☐ Location map (4 inches = 1 mile) showing major roads, nearby cross streets, and property lines, where necessary.
- ☐ Existing land use and zoning of the site and all surrounding property. If the site has split zoning, show the line between the districts.
- ☐ Proposed address, if available.
- ☐ Location of existing structures and improvements. (Indicate if any such structure or improvement is to be removed).
- ☐ Location and designation of proposed structures and improvements.
- ☐ Yard setbacks and critical dimensions between buildings and other site improvements.
- ☐ Existing improvements (buildings, parking, driveways, sidewalks, signs, fences, walks, etc.) within two hundred (200) feet of all property lines.
- ☐ Topography at two (2) foot contours or five (5) foot contour intervals in areas of extreme topography (existing and proposed). Grade shots at building corners, property lines, and the parking lot and street may be substituted on small site plans.
- ☐ Benchmarks.
- ☐ Note indicating that any signage will comply with all Ordinances and Codes.

Building Plans.

- ☐ All architectural building elevations (front, sides, and rear).
- ☐ Type of surface material and design of all exterior surfaces.
- ☐ Dimensioned floor plans, including total and usable floor area (principal and accessory buildings).
- ☐ Decks and/or patios (dimensions, location, height, and materials).
- ☐ All exterior appliances, including, but not limited to, transformers, cooling towers, dust collectors, condensers, evaporators, air conditioning units, etc.

- ☐ Statistical data shall be furnished, including the number of dwelling units; the size of dwelling units (i.e., 1-bedroom, 2-bedrooms, and 3-bedrooms), if any; and the total gross acreage involved. (In the case of mobile home parks, the size and location of each mobile home site shall be shown.)
- ☐ Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions, and other data of all such equipment and/or machinery shall be indicated.

Waiver of Submittal Requirements.

Where it is determined by the Planning Commission that certain requirements of this Section are not necessary to the review and understanding of the site, the Planning Commission may waive the requirements. Any waivers shall be recorded in the Commission's minutes, together with the unique circumstances and reasons for such waiver. The minutes and/or reasons for such waiver shall be attached to or noted on the site plan.

I hereby acknowledge that I have received the following information regarding Special Approval Land Use And Site Plan Consideration Application

- 1. Application for a Special Approval Land Use/Site Plan Consideration**
- 2. Instructions and Process of Application**
- 3. Site Plan Information Checklist**

Date

Signature