

City of Taylor
23555 Goddard Road
Taylor, Michigan 48180



Planning Department
(734) 374- 1572
fax(734)374-2732

**PLANNING COMMISSION
PETITION FOR SPECIAL / REGULATED LAND USE**

Filing Fee SLU = \$1,000.00, RLU = \$1,500.00

Case # _____ (SLU/RLU)

TO THE TAYLOR CITY PLANNING COMMISSION:

Date Filed _____

The undersigned respectfully petition(s) Planning Commission to permit a Special / Regulated Land Use as hereinafter requested, and in support of this petition, the following facts are shown:

PROPERTY IDENTIFICATION

Street Address: _____

The property is located on the _____ side of _____ Street, between _____ Street and _____ Street. It has frontage of _____ feet, a depth of _____ feet, and comprises _____ acres.

Legal Description: _____

_____ I.D.# _____

Property Owner: _____

Address: _____ Phone: _____

Cell: _____ Fax: _____ Email: _____

_____ - Yes, I do authorize representatives of the City of Taylor to access the property for the (initial) purpose of site investigation associated with this application.

PROOF OF OWNERSHIP MUST BE ATTACHED TO THIS APPLICATION

PROPOSED USE: _____

Statement must be attached indicating why the change of use requested is necessary for the preservation of substantial property rights, and why such change will not be detrimental to the public welfare, nor the property of other persons in the vicinity.

AFFIDAVIT OF PETITIONER

The undersigned Petitioner, being duly sworn, deposes and says that the statements and information herewith submitted are true and correct to the best of his/ her knowledge, information and belief; further, that s/he is authorized to submit this Petition.

Signature of Petitioner _____

Interest in Property _____

Firm _____

Address _____ Phone _____

Cell: _____ Fax: _____ Email: _____

Subscribed and sworn to before me this _____ day of _____, 2_____

Notary Public, Wayne County, Michigan
My Commission Expires: _____

FOR OFFICE USE
Receipt # _____

REQUIRED INFORMATION FOR SPECIAL LAND USE

Section 21.00 Site Plan Data Required

1. A preliminary sketch plan of an area one-quarter (1/4) mile beyond the parcel site in question shall be presented indicating:
 - A. North arrow and a scale (1 inch = 200 feet minimum).
 - B. Property lines and location of special land use property.
 - C. Unique topographic and physical features of the area.
 - D. Adjacent land uses including project names and major types of uses.
 - E. Existing zoning classification of the area.
2. A site plan with the information required for site plan approval, Section 40.00.
3. If an environmental impact statement is required in Article 39.00 Site Development Requirements, the environmental impact statement shall be submitted to the Planning Department at the time of the Administrative Review of the special land use. If a traffic analysis, community impact report or environmental impact report is required by the City, it shall be submitted to the Planning Department at the time of Administrative Review of the special land use.
4. The owner, developer, or their agent may submit additional information or exhibits in support of their application.

Section 19.02 Site Plan Data Required

The following data is required to be on the site plan. Applicants should obtain a copy of the site plan checklist utilized by the site plan review committee, as well as review this and any other applicable Ordinances. Eighteen (18) folded copies are required for each submittal, resubmittal, and/or revision.

1. The following information shall be included on the site plan.
 - A. Name of development.
 - B. Name, address and telephone number of owner(s), developer and designer. Date drawn and revision dates shall be indicated on the site plan.
 - C. North arrow and scale (1" = 100' minimum).
 - D. Boundary dimensions to nearest foot and acreage to nearest 1/10 acre, including a legal description and sidwell number.
 - E. Unique topographic features on or within 100' of the site, including but not limited to, trees more than 10-inches in caliper (5-inches in caliper for ornamental trees), wetlands, flood plains, streams, steep slopes, or drains.
 - F. All access points to public rights-of-way.
 - G. Adjacent land uses and zoning.
 - H. If the parcel is a part of a larger parcel, indicate boundaries of total land holding.
 - I. Existing zoning classification of the parcel.
 - J. Proposed site plan elements including:
 - (1) Buildings
 - (2) Roadway/Widths and Names
 - (3) Parking areas and number of spaces provided.
 - (4) Proposed and Required Setbacks.
 - K. Existing and proposed rights-of-way on major thoroughfares.
 - L. Existing buildings and driveway entrances adjacent to the property.
 - M. Schematic layout of existing and proposed sanitary sewers, water mains, including fire hydrants, storm sewers and storm drainage.
 - N. Two copies of the building floor plans and elevations (including the elevation for each side of the building(s)).
 - O. General location sketch at a legible scale.
 - P. Location of existing and proposed sidewalks.
 - Q. A landscape plan indicating type and size of material and their location on the site.
 - R. Type of buffering (e.g. fence, greenbelt, etc.) if required.
 - S. Location and screening of rubbish receptacles.
 - T. Seal and signature of the professional engineer, architect, landscape architect, or land surveyor responsible for the site plan.
 - U. Grade elevations.
 - V. On site vehicular and pedestrian circulation.
 - W. Exterior lighting.
 - X. A description of how the balance of the site (where applicable) will be left or maintained.
2. The following additional information is required for townhouse and apartment site plans.
 - A. Dwelling units by number, type, and bedrooms.
 - B. Site density computation.
 - C. Lot coverage computation.
 - D. Pedestrian circulation within the development.
 - E. Recreation facilities and open spaces.
 - F. Street names.
3. The following additional information is required for mobile home parks.
 - A. Number of dwelling units.
 - B. Size of individual mobile home lots.
 - C. Site density computation.
 - D. Pedestrian circulation within the development.
 - E. Recreation facilities and open spaces.
 - F. Location, size and activities within community building.
 - G. Sketch of typical location of mobile homes in each mobile home lot.
 - H. Street names.
 - I. Distance between mobile homes.
4. The following additional information is required for commercial and industrial site plans.
 - A. Type of commercial or industrial use being proposed.
 - B. Number of square feet of gross building, floor and/or leasable area, and of usable floor area.
5. PUD plan requirements are provided in Article 22.00.

SITE PLAN PROCEDURE

Upon initial filing, all site plans are reviewed by an Administrative Review Committee (A.R.C.) which consists of Planning, Building, Engineering, Police, Fire, and Water Departments. The committee meets each Tuesday to review plans. (*APPLICANTS DO NOT ATTEND THESE MEETINGS*).

DEADLINE FOR ADMINISTRATIVE REVIEW IS 12:00 PM THE MONDAY ONE WEEK PRIOR TO THE ARC MEETING, NO EXCEPTIONS ARE MADE. *Plans submitted after the deadline will be scheduled for the following week's meeting.*

Plans must satisfy the A.R.C. before being forwarded on to the Planning Commission Agenda. The Planning Commission meets the 1st and 3rd Wednesday of each month at 7:00 PM. To be placed on the Agenda, a plan must clear the A.R.C. two Mondays before the Planning Commission meeting. **NO EXCEPTIONS.**

The Taylor Planning Commission must make a recommendation to the Zoning Board of Appeals on any variances related to site plan review, or temporary uses.

THIS APPLICATION SHOULD BE SUBMITTED SIMULTANEOUSLY WITH THE SITE PLAN REVIEW APPLICATION.

DEADLINE FOR ZBA IS 5:00 PM, THE 3 WEEKS PRIOR TO THE MEETING. ALL DEADLINES ARE FIRM AND NO EXCEPTIONS ARE MADE.

FOR EASIER PROCESSING:

ALL PLANS MUST BE **FOLDED**. NO EXCEPTIONS ARE MADE.

Proof of ownership, a Deed, agreement to purchase and any cross-access agreements (if applicable) SEMCOG Data Form, must be attached to application.

Coordinate within your organization and designate **ONE** contact person to work with the City.

If deficiencies exist and revised plans are required, you will work with the assigned staff member until the plan has cleared A.R.C. and is ready to be placed on the Planning Commission Agenda.

Purchase a copy of the Zoning Ordinance, which includes a Zoning Map, from the Planning Department.