

# APPLICATION FOR SPECIAL USE PERMIT



## CITY OF ST. JOSEPH

700 Broad St., St. Joseph, MI 49085-1206  
Phone 269-983-1212 Fax 269-985-0347

An incomplete application will not be accepted. All required materials must be received by the City and determined to be complete not less than 24 days prior to the next Planning Commission meeting.

### PROPERTY INFORMATION

Property address(es) \_\_\_\_\_ Property Zoning District(s) \_\_\_\_\_

Tax Identification Number(s) \_\_\_\_\_

Short description of Special Use request \_\_\_\_\_

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

### APPLICANT INFORMATION:

Applicant name \_\_\_\_\_ Company \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Is the applicant the owner of all properties?  YES  NO

*If the applicant is not the owner, please attach written permission from the owner(s) to apply for this Special Use Permit.*

### An application for a Special Use Permit shall be accompanied by the following documents and information:

- A. A Special Use Permit application form supplied by the Zoning Administrator, which has been completed in full by the Applicant.
- B. First a Minor, then a Major Site Plan, satisfying the requirements of Article XII.
- C. A statement with regard to compliance with the criteria required for approval in Section 11.5 and other criteria imposed by this Ordinance affecting the Special Use under consideration.

**SEE REVERSE FOR MORE INFORMATION ON SPECIAL USE PERMIT STANDARDS.**

The information on this application form is, to the best of my knowledge, true, accurate and complete.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I grant permission for members of the City of St. Joseph staff and officials to enter the above described property for the purpose of gathering information related to this application.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## SPECIAL USE PERMIT STANDARDS

### SECTION 11.5 BASIS OF DETERMINATION

**Section 11.5.1 Basis of Determination:** Prior to approval of a Special Use Permit application, the Planning Commission and the City Commission, shall ensure that the standards specified in this section, as well as applicable standards established elsewhere in this Ordinance, shall be satisfied by the completion and operation of the Special Use under consideration.

**Section 11.5.2 General Standards:**

The Planning Commission and the City Commission, shall review the particular circumstances of the Special Use Permit application under consideration in terms of the following standards and shall recommend approval, or approve, respectively, a Special Use Permit application only upon a specific finding of compliance with each of the following standards, as well as applicable standards established elsewhere in the Ordinance:

- A. The Special Use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area.
- B. The Special Use shall not change the essential character of the surrounding area.
- C. The Special Use shall not be detrimental to the health, safety or welfare of persons or property through the excessive production of traffic, noise, smoke, fumes, ground vibration, water runoff, odors, light, glare or other features of the proposed use.
- D. The Special Use shall not place demands on public services and facilities in excess of current capacity unless planned improvements have already been scheduled for completion.
- E. The Special Use shall meet the Site Plan review requirements of Article XII.
- F. The applicant is in substantial compliance with any previously issued Zoning Permits and is not otherwise disqualified from receiving a permit under Section 23.3.3 of the ordinance.

**Article XI, Section 11.5.3 Conditions:**

The Planning Commission may recommend, and the City Commission may impose, conditions with approval of a Special Use Permit which are necessary to ensure compliance with the standards for approval stated in this section and any other applicable standards contained in the ordinance. Such conditions shall be considered an integral part of the Special Use Permit and shall conform with the requirements of Section 14.11.1.

**Specific standards for individual Uses are located in the following sections of the Zoning Ordinance:**

Drive-Through Establishments, Section 11.12.4  
ECHO Housing, Section 11.12.5  
Limited Neighborhood Businesses, Section 11.12.10  
Lodging/Accommodations, Section 11.12.11  
Medical Service Establishment, Large, Section 11.12.13  
Public Buildings, Section 11.12.16  
Utility and Public Service Installations, Light, Section 11.12.24  
Utility and Public Service Installations, Communication Towers, Section 11.12.25

***The City of St. Joseph Zoning Ordinance is available on the City website, [www.sjcity.com](http://www.sjcity.com) , or from the Zoning Department.***

Date received \_\_\_\_\_ \$600 Application Fee Paid \_\_\_\_\_

Submitted Materials: \_\_\_\_\_ Application \_\_\_\_\_ Minor Site Plan \_\_\_\_\_ Major Site Plan \_\_\_\_\_ Legal Description

Application reviewed by: \_\_\_\_\_ Date found complete/incomplete (*circle one*) \_\_\_\_\_

Application reviewed by: \_\_\_\_\_ Date found complete/incomplete (*circle one*) \_\_\_\_\_

Application reviewed by: \_\_\_\_\_ Date found complete/incomplete (*circle one*) \_\_\_\_\_