



TOWNSHIP OF CLAY

County of St. Clair

4710 PTE. TREMBLE ROAD - P. O. BOX 429 – CLAY TOWNSHIP, MI 48001-0429

TELEPHONE (810) 794-9303 FAX (810) 794-1964

CLAY TOWNSHIP SPECIAL APPROVAL LAND USE AND SITE PLAN CONSIDERATION APPLICATION

1. Completed application, checklist, and fees, along with fifteen (15) copies of a signed and sealed Site Plan and a Digital Copy of all the above, must be submitted to the Building Department.
2. Preliminary Site Plans shall be drawn to scale (engineering scale) on 24" x 36" sheets. All plans shall be folded to a maximum of ten (10) inches by twelve (12) inches in size and must be prepared by and carry the seal and signature of the registered architect or registered professional engineer who prepared it.
3. All Site Plans shall be accompanied by a letter providing 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.
4. Once the Site Plan has been determined acceptable by the Clay Township Building/Zoning Official, Clay Township Planner, and Clay Township Engineer; the date this will go in front of the Planning Commission will be determined. Incomplete applications will not be given a date to go on the agenda until the application is determined to be complete. Department Head Reviews will be provided by the following departments - Clay Township Planner, Clay Township Engineer, Police Department, Water & Sewer Department, Assessing Department, Building/Zoning Department, and Fire Department.
5. The Special Approval Land Use Application requires Public Hearing.
6. Planning Commission schedule: *4th Wednesday of the Month

Please find attached:

- 1) Application
- 2) Checklist



CLAY TOWNSHIP APPLICATION

Special Approval Land Use ☐ Site Plan Consideration ☐

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)

- | | |
|---|--|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Expansion of Existing Building | <input type="checkbox"/> New/Expanded Parking Area |
| <input type="checkbox"/> New/Expanded Use | <input type="checkbox"/> 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