



Special Land Use Approval Permit

Applicant Name: _____

Address: _____

E-mail: _____

Phone No.: (____)____-____ Home Work Cell

Address of property: _____

Parcel No: 41-__-__-__-__-__ Zoning Classification: _____

Owner of Property: _____

Address and Phone No. if different from above: _____

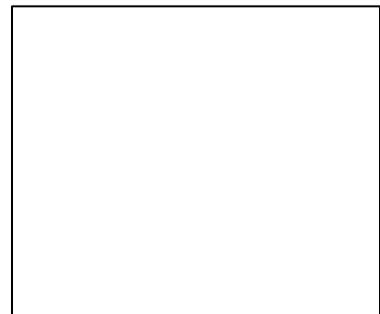
Description of proposed special use (*attach additional sheet/s, if necessary*):

The following is required for all Special Approval Requests:

1. **The application form, completed in full, including a statement that Section 40-571 of the City's Zoning Ordinance can be complied with.**
2. **A complete site plan as specified in Section 40-51 of the City's Zoning Ordinance (see attached sheets.)**
3. **\$200.00 Fee.**

The Zoning Administrator reserves the right to **not** officially accept this application until total review is accomplished and all required information is submitted. The date of the public hearing will be established by the administrator upon acceptance of a completed application.

Applicant Signature: _____ Date: __/__/__



FOR CITY USE

Planning Commission Hearing Date: _____

Date Public Notice Published: _____

Date 300 feet notification letters sent: _____

Does the proposed use meet the following standards and is the use of the proposed site:

- 1. Designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change essential character of the area in which it is proposed. Yes No
- 2. Served adequately by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities or schools. Yes No
- 3. Not creating excessive additional requirements at public cost for public facilities and services. Yes No
- 4. Not involving uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive productions of traffic, noise, smoke fumes, glare or odors. Yes No
- 5. Consistent with the intent and purpose of the zoning district in which it is proposed to locate such use. Yes No

Planning Commission Approval: Yes No

Conditions: Yes No

If yes, list the conditions: _____

Date applicant informed of decision: _____

Section 40-571 Special Land Use Approval Standards

Prior to making a decision about a special approval use, the Planning Commission shall require that the following general standards in addition to any requirements for a specific use that may be contained in Section 40-572 of the City's Zoning Ordinance, shall be satisfied.

1. Each application shall be reviewed for the purpose of determining that the proposed use meets the following standards and, in addition, that each use of the proposed site will:
 - a. Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change essential character of the area in which it is proposed.
 - b. Be served adequately by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities or schools.
 - c. Not create excessive additional requirements at public cost for public facilities and services.
 - d. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive productions of traffic, noise, smoke fumes, glare or odors.
 - e. Be consistent with the intent and purpose of the zoning district in which it is proposed to locate such use.
2. The Planning Commission may stipulate such additional conditions and safeguards deemed necessary for the general welfare for the protection of individual property rights and for ensuring that the intent and objectives of this chapter will be observed. The breach of any condition, safeguard, or requirement shall automatically invalidate the granting of the special land use approval.
3. The application and all required information shall be forwarded to the Planning Commission for review. The Planning Commission shall then hold a public hearing with notice as required by Section 40-26.
4. All applicable licensing ordinances shall be complied with.
5. Waivers. Waivers from the requirements of this chapter may be requested from the city during review of any special land use. Waivers may be granted to permit reasonable flexibility in the application sections [40-573](#) through [40-578](#) during review of special land uses which, by way of the required review process, will receive adequate review during a public hearing by the city. Waivers shall be reviewed on a case-by-case basis considering existing site conditions, previous use of the site and appropriate application of the standards in this chapter necessary to protect surrounding uses as follows:
 - a. Waiver requests shall be submitted in writing, accompanied by a site plan that clearly shows the requested waiver. A narrative shall be submitted stating how the deviation conforms to the following standards of review:
 1. The waiver preserves the purpose and intent of the city's master plan and the zoning district in which it is located.
 2. The waiver is necessary to improve site circulation, preserve natural features, or to provide for a higher standard of landscaping, architecture or site design.
 3. The waiver is necessary due to a condition related to the site, rather than simply as a means to reduce costs or as a matter of general convenience.

4. The waiver will not give relief of a standard or regulation that is necessary to protect the surrounding land uses and the general public from potential nuisance or other detrimental effects.
 5. The waiver is not being requested from any general provision of this chapter that would otherwise require a variance from the zoning board of appeals.
 6. The waiver is not contrary to the intended purpose for which the regulation was enacted.
- b. Waiver requests must be submitted in advance of a public hearing to consider the special approval use. Requests made after the public hearing is held will require additional public notice as required for all public hearings.
 - c. The city shall consider the above standards when reviewing waiver requests and may attach any reasonable conditions to the proposed use. Approved waivers shall be recorded in the official record and included in any agreements

Section 40-572 Design Standards

Those uses specified in Section 40-569 of the City's Zoning Ordinances as permitted by special land use approval in accordance with this chapter, shall be subject to the requirements of that district in which such use is located in addition to all applicable conditions, standards and regulations regarding site design and developments as are cited in Sections 40-573 through 40-578 of the City's Zoning Ordinance.

CEDAR SPRINGS SITE PLAN REVIEW APPLICATION CHECKLIST

Each site plan submitted shall contain the following information, unless specifically waived by the Planning Commission: (Please check when complete.)

1. An application or narrative description of the site and proposed project which includes:
 - a. The name, address and telephone number and signature of the property owner or other party making application for site plan review. Proof of ownership, option to purchase or other evidence of the applicant's interest in the subject property shall be provided.
 - b. The address and tax parcel number of the subject property.
 - c. The existing zoning classification of the subject property.
 - d. The project title, if any, and a description of the property.
 - e. A written project description detailing the existing use of the site and the proposed use, buildings and site improvements,.
 - f. The project start and completion schedule and development phases of the project.
2. An accurate, reproducible drawing at a scale of not more than one (1) inch = 50 ft. for a site of less than three (3) total acres and not more than one (1) inch = 100 ft. for a site of three or more acres, which includes:
 - a. A title block including:
 1. the project name, if any.
 2. the name, address and telephone number of the applicant.
 3. the name, address, telephone number and seal of the professional individual who prepared the site plan.
 4. the dates of submission and any revisions to the site plan.
 - b. Scale and north arrow.
 - c. A locational diagram of the site drawn to scale.
 - d. A legal description of the subject property.
 - e. The net acreage (minus right-of-way) and total acreage.
 - f. The land uses and zoning classifications of adjoin parcels, including those parcels which are adjoining but are divided by a road right-of-way.
 - g. The location of proposed and/or existing lot lines and dimensions of same.
 - h. All required building setbacks.
 - i. The location of all on-site existing and proposed buildings, as well as the length, width, height, total square footage and use of each building and distances between structures and lot lines.
 - j. The location of all off-site buildings or structures within 100 feet of the subject property.
 - k. Building façade elevations for all sides of all proposed buildings, drawn at an appropriate scale and descriptions of exterior building materials and colors (samples may be required.)
 - l. In the case of residential developments (including multiple family residential developments) and in addition to other requirements of this section:

1. The total number of residential units proposed by type(e.g., 1 bedroom units, 2 bedroom units, etc.)
 2. Floor area per unit for each type of unit.
 3. Proposed density calculations for the completed project (dwelling units per acre.)
 4. Location, dimensions and elevations of all common buildings (e.g., recreations, laundry, etc.)
 5. Garage and/or carport locations and details, if proposed.
 6. Location and size of the recreation and open space areas.
- m. The proposed location of accessory structures, buildings and uses, including, but not limited to, all flagpoles, light poles, storage sheds, transformers, air conditioners, generators and similar equipment, including details of the method of screening, where applicable.
- n. The name, location, dimensions and associated right-of-way of all existing and proposed on-site and adjoining off-site streets (public or private,) and typical cross section of same (cross section shall show location and typical details of curbs, location, dimensions, tapers or lanes the location, width, surface elevations, radii and grade of all access points to the site and for proposed streets, the surface base and sub-base materials to be used.)
- o. The information necessary to demonstrate that the driveway spacing standards of this ordinance will be met (all driveways located within 200 feet of the site must be shown on the site plan.)
- p. The location, design and number of all parking spaces and unloading areas, including information on proposed curbing, barrier-free access design and dimensions for parking spaces, circulation aisles and unloading spaces (a determination of the number of the required parking spaces shall be provided.)
- q. The design and dimensions for all exterior lighting, including any element relative to shielding light spillover onto adjacent properties and roadways.
- r. The location and design of all existing and proposed sidewalks, walkways, bicycle paths and areas for public use.
- s. The location, design, sizing and easements related to all existing and proposed utility systems to be located on the site, above and below ground, including, but not limited to:
1. electric, telephone and gas distribution lines.
 2. water mains, lines, fire hydrants and well sites.
 3. storm sewers.
 4. sanitary sewer lines.
 5. septic systems, if applicable.
 6. retention and detention areas (inverts, hydrants, drainage flow patterns, locations of manholes and catch basins, calculations for size of storm drainage facilities, underground tanks and transportation pipelines shall also be shown or included in the site plan submitted.)
- t. The location, size and specifications of all signs with cross sections, including signs to be placed on buildings (all signs shall be in accordance with the provisions of this ordinance.)
- u. The grading plan showing finished contours at a minimum interval of five (5) feet and correlated with existing contours so as to clearly indicate cut and fill required (all finished contour lines are to be connected to existing contour lines at or before the lot lines.)
- v. The description of measures to be taken to control soil erosion and sedimentation during and after completion of grading and construction operations. This description shall include the location of proposed retaining walls, dimension and materials of same, fill materials, typical vertical sections and plans for restoration of adjacent properties, where applicable.

- w. The location and elevations of existing water courses and water bodies, including county drains and manmade surface drainage ways, 100-year floodplains and all wetlands and other unbuildable areas.
 - x. The location and type of significant vegetation, including woodlots and individual trees of six (6) inches in diameter or greater.
 - y. The location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material, the proposed size at the time of planting must be indicated. All vegetation to be retained must also be indicated, as well as its' typical size by general location or range of size, as appropriate.
 - z. The location and specifications for all fences, walls, berms and other screening features with cross sections.
 - aa. The location, size and specifications for screening of all trash receptacles and other solid-waste disposal facilities.
 - bb. Where the proposed development on the site will employ more than 20 persons, the number of employees on the largest shift (if shifts overlap, indicate the number of employees for the largest two shifts that overlap.)
 - cc. Any proposed deed restrictions.
3. Any additional information that is deemed necessary by the City Manager or designee or the Planning Commission to be reasonably necessary to adequately evaluate the proposed development or use and its affects on the City and surrounding properties.
