

**WELLS TOWNSHIP**  
Tuscola County  
2190 Frankford Rd, Caro, MI 48723

**SPECIAL USE PERMIT APPLICATION**

APPLICANT'S CHECKLIST AND INSTRUCTIONS FOR SPECIAL USE PERMIT and SITE PLAN

- \_\_\_1. Review Article 16, Special Use Permit, and Article 15, Site Plan Review, of the Wells Township Zoning Ordinance. Both sections describe finer details of the application and review process.
  
- \_\_\_2. Complete special use permit application and provide a detailed site plan.
  
- \_\_\_3. Review the site plan and special use permit review checklist that is attached to ensure all information requested by staff is included with your application.
  
- \_\_\_3. Submit with application deed, land contract, documents or instrument conveying title (copy must include recorded stamp), supporting documents such as lease, mortgage commitment, or option papers.
  
- \_\_\_4. Prepare five (5) identical packets containing all of the required information.

For an application to be considered complete, ALL information must be provided. If an item is not applicable to your petition, please mark that item N/A for "not applicable" and provide an explanation why it is not applicable.

**DO NOT DISCARD THIS PAGE**  
**YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION**

For Office Use Only		
Application # _____	Date(s) Advertised: _____	
Parcel # _____	App Fee \$ _____	Date of Meeting _____
Escrow Fee \$ _____	Site Plan Fee \$ _____	
Action Taken _____		
Date Accepted as complete _____		
Accepted by _____		
Township Waiver of Escrow Fee: The Township hereby waives the escrow fee for this application.		
Board of Appeals Chairperson: _____		
Planning Commission Chairperson: _____		
Township Supervisor: _____		

1. Name(s) of Applicant \_\_\_\_\_  
 Address of Applicant \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_
2. Name(s) of Property Owner \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_
3. Site Location \_\_\_\_\_  
 Tax ID Number(s) \_\_\_\_\_  
 Zoning District \_\_\_\_\_ Acreage of Subject Property \_\_\_\_\_  
 Dimensions of Property (WxL) \_\_\_\_\_ Is the property odd shaped? \_\_\_\_\_  
 Is your road private or public? \_\_\_\_\_
4. List all buildings with a label, WxLxH, age and when built \_\_\_\_\_  
 \_\_\_\_\_  
 Is there a garage attached to the house? \_\_\_\_\_  
 What is the current use of the buildings? (ag, commercial, industrial, gravel or sandpit, church or non profit, developmental, club functions, etc) \_\_\_\_\_  
 \_\_\_\_\_
5. What is the special land use requested? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Is this proposed usage new or existing? \_\_\_\_\_
6. Will it be used before or after a two-year period? \_\_\_\_\_  
 How long is the operation expected to continue? \_\_\_\_\_  
 Name that the operation will be or is using now? \_\_\_\_\_  
 Name of person(s), firm(s), and corporation(s), which have an equitable interest \_\_\_\_\_  
 Who will be responsible for the escrow bond? \_\_\_\_\_
7. If the site plan includes 10 acres or more, indicate acreage currently being used \_\_\_\_\_  
 Is this "use" for clay, gravel, marl, peat, or sand? \_\_\_\_\_  
 Explain above "use" in more detail \_\_\_\_\_  
 \_\_\_\_\_  
 Is a geological survey available? \_\_\_\_\_

If this is an Open-Pit mining operation include a plan (on separate sheet of paper) for excavation and reclamation by phases including 1) hauling route, equipment and structure(s) location and 2) indicate what area(s) will receive final grading and sloping after reclamation.

- 8. Solar Energy Systems must comply with all the above and Zoning Ordinance 100-02. A check list will be provided for Solar Energy Systems applicants.
- 9. Excavating, Mining, and Filling must comply with all the above and Article 5, Section 5.02 D and Amendment 100-01.
  
- 10. Caregiver Cultivation of Marijuana for Medical Use must comply with all the above and Zoning Ordinance 100-05. A check list will be provided for Caregiver Cultivation.

By signing this application I attest that I am the legal owner(s) of above described property and that I provide consent for township officials to access the property to accurately evaluate the request. If requested to do so, I will place stakes to indicate boundaries, building locations, etc.  
I further attest that the information provided in this application is true, complete, accurate and correct when I am the applicant for a special use permit for myself.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

By signing this application I attest that I am not the owner but the applicant of the above described property and with the owner(s) signature above, I am duly authorized to apply for this special use permit. If requested to do so, I will place stakes to indicate boundaries, building locations, etc. I further attest the information provided in this application is true, complete, accurate and correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Check list shall be provided with cover page and application.

### Wells Township Site Plan and Special Land Use Checklist

Applicant Use		Staff Use
X/NA	<b>Site Plan-Article 15</b>	X/NA
	Five (5) copies of site plan submitted to Zoning Administrator showing the following information.	
	Area of the site	
	Date, north point, and scale of not less than one (1) inch equals one hundred (100) feet	
	Dimensions of all property lines	
	Location and dimensions of all existing and proposed structures on the property or an adjacent property within one hundred (100) feet of the property lines	
	Location and dimensions of all existing and proposed roads (including rights-of-way), driveways, sidewalks, and parking areas (Article 11 of zoning ordinance)	
	Location of all existing and proposed utility lines, wells, septic systems, and storm drainage	
	Location, dimensions and details of proposed plantings, greenbelts and landscaped areas (Section 12.08 of zoning ordinance)	
	Exterior drawings of proposed new buildings or existing buildings to which major additions are proposed	
	Location, dimensions, and drawings of existing and proposed signs (Section 12.06 of zoning ordinance)	
	Name, address, and telephone number of the person who prepared the site plan	
	Section 15.05 Cash deposit, performance bond, or bank letter of credit	
	<b>Staff-Section 15.04</b>	
	Adequacy of traffic ingress, egress, circulations, and parking	
	Adequacy of landscaping to protect adjoining properties and enhance the environment of the community	
	Location and design of proposed structures so as to ensure that detrimental effects on adjacent properties will be minimized	
	Adequacy of storm drainage	
	Location and design of signs so as to prevent highway visibility obstructions, driver distractions, encroachments, and adverse impacts on the community environment	
	<b>Staff-Section 15.06</b>	
	Construction date completed by _____	
	Site plan approval expiration date if not completed by above date _____	
	<b>Quarrying/Excavating, Mining, Removal and Filling Section 5.02 D2</b>	
	Names and address of property owners and proposed operators of the premises	
	Legal description	
	Aerial photograph of property as it exists	
	Detailed statement as method of operation, machinery/equip to be used	
	Estimated period operation will continue	
	Detailed statement of type of deposits or material extraction	
	Reclamation plan/detailed statement of proposed use of land after or fill operations are complete	
	<b>Amendment 100-01 Section 5.02 D3</b>	
	Operation only on 40a or more	
	Haul permit from Road Commission	
	No explosives	
	Excavations over 5 feet in depth shall provide adequate safeguards for safety	

	May require fencing, locked gates, warning signs and greenbelts	
	May require chemical treatment or hard topping	
	Responsible to clean up debris and damage to public roads	
	Completed slopes of banks shall not exceed minimum of 3' horizontal x1'vertical	
	No cut, excavation or stockpiling shall be closer than 200' from center line or 150 feet to nearest property line. May prescribe more strict requirements	
	Shall require bond, letter of credit, or cash deposit	
	<b>Amendment 100-06 D1C and D2</b>	
	Agricultural use within a property owner's own agricultural operation-no permit required	
	Removal of more than 200 cubic yards from a parcel requires an application for SUP	
	<b>Special Land Use-Article 16</b>	
	Five (5) copies of application submitted	
	Scale drawing of existing and proposed buildings, driveways, points of ingress and egress, parking areas, fencing, landscaping, signs and road right-of-ways	
	<b>Staff-Section 16.02</b>	
	Public Hearing date _____ Published notice date _____ Notices mailed _____	
	<b>Staff-Section 16.03</b>	
	Location, size and character of the proposed use shall be in harmony with, and appropriate to the surrounding neighborhood	
	Proposed use shall not result in the creation of a hazardous traffic condition	
	Site layout, intensity of use, and time periods of use shall not be such as to create a nuisance due to dust, noise, smell, vibration, smoke, lighting, or other causes	
	All specific requirements of the zoning district where the proposed use would be located shall be complied with	
	<b>Staff-Section 16.04 and 16.05</b>	
	-Approved _____ Approved with conditions _____ (conditions recorded in attached minutes) -Denied _____	
	Special Use approval expiration date _____	