



OFFICE OF COMMUNITY DEVELOPMENT

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 580-2233 • Fax (734) 426-5614

SITE PLAN REVIEW & SPECIAL USE APPLICATION

File #: _____

Date Submitted: _____

Application for (check box)

- | | |
|--|---|
| <input type="checkbox"/> Administrative Site Plan Review | <input type="checkbox"/> Special Land Use Review |
| <input type="checkbox"/> Preliminary Site Plan Review | <input type="checkbox"/> Amendment to Approved Site Plan |
| <input type="checkbox"/> Final Site Plan Review | <input type="checkbox"/> Amendment to Special Land Use Approval |
| <input type="checkbox"/> Combined Site Plan Review | <input type="checkbox"/> Amendment to Approved Master Deed |

An application for Site Plan and/or Special Land Use Review must be submitted to the Office of Community Development at least thirty days prior to the Planning Commission/City Council meeting at which the proposal will be considered. The application must be accompanied by the application data requirements set forth in the City of Dexter Zoning Ordinance, including fully dimensioned site plans, plus the required review fees. Regular meetings of the Planning Commission are held the first Monday of the month at 7:00 pm. Regular meetings of the City Council are held the second and fourth Monday of the month at 7:30 pm. All meetings are held at the Dexter Senior Center, 7720 Ann Arbor Street, Dexter, MI 48130.

I (We), the undersigned, do hereby respectfully request consideration of our Planned Unit Development Application and provide the following information to assist in the review:

Project Name:

Applicant:

Mailing Address:

Telephone (Office):

Telephone (mobile):

Email Address:

Property Owner(s) (if different from Applicant):

Mailing Address:

Telephone (Office):

Telephone (mobile):

Email Address:

Applicant's Legal Interest in the Property:

Property Location:

Address:

Property ID Number:

Additional Information Required for Special Use Review:

1. Statement describing the use proposed. This should include information about the hours of operation, number of employees and clients, type of programming or services, traffic expected to be generated, and any other pertinent information and/or site development characteristics.
 2. All applications are presented to the Planning Commission at a public hearing for a recommendation prior to begin forwarded to the City Council for final consideration. Therefore, all applications must be submitted four weeks prior to 1st Monday of month in order to ensure proper notice time and preparation time. Incomplete applications cannot be processed.
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Professionals who prepared the plans:

A. Name:

Mailing Address:

Telephone (Office):

Telephone (mobile):

Email Address:

Design Responsibility (engineer, surveyor, architect, etc.):

B. Name:

Mailing Address:

Telephone (Office):

Telephone (mobile):

Email Address:

Design Responsibility (engineer, surveyor, architect, etc.):

C. Name:

Mailing Address:

Telephone (Office):

Telephone (mobile):

Email Address:

Design Responsibility (engineer, surveyor, architect, etc.):

Application for Site Plan and/or Special Use- Page 4

Submit the Following:

1. Sixteen (16) individually folded copies of the site plans (5 for administrative review), measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner, plus one (1) 11" x 17" copy of the site plans.
2. Sixteen (16) 11" x 17" copies of color renderings of building elevations, if applicable, and floor plans (5 for administrative review).
3. A PDF file of the site plan, including building elevations and floor plans.
4. A written description of the proposed use with an explanation of how approval of the Planned Unit Development will produce exception benefits for the community.
5. Proof of ownership (title insurance policy or registered deed with County stamp)/
6. Review comments or approval received from County, state, or federal agencies that have jurisdiction over the project, including, but not limited to:

Washtenaw County Road Commission	Washtenaw County Environmental Health Division
Washtenaw County Water Resources Commission	Michigan Dept. of Natural Resources
Michigan Dept. of Environmental Quality	Michigan Dept. of Transportation

Please note: The applicant, or a designated representative **MUST BE PRESENT** at all scheduled meetings, or the case may be postponed due to lack of representation. Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a Planned Unit Development application or to revoke any permits granted subsequent to the site plan approval.

Applicant's Endorsement:

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that my application will not be reviewed unless all required information for this application has been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this application.

Signature of Applicant

Date

Applicant Name (Print)

Signature of Applicant

Date

Applicant Name (Print)

Signature of Property Owner Authorizing Application

Date

Property Owner Name (Print)

For Office Use Only

	Non-Refundable Fee	Review Escrow	Amt. /Date Pd. /Receipt #
Administrative	\$350 + \$50/ac	\$3,000	
Preliminary Site Plan Review	\$600 + \$50/ac	\$3,000	
Final Site Plan Review	\$900 + \$50/ac	\$3,000	
Combined Site Plan Review	\$1,100 + \$50/ac	\$3,000	
Special Land Use	\$350 + \$50/ac	\$3,000	
Amendment to Approved Site Plan, Special Land Use and/or Master Deed	\$300	\$3,000	

Public Hearing _____ Date: _____

Administrative Action _____ Date: _____

Planning Commission Action _____ Date: _____

City Council Action _____ Date: _____

CONDITIONS OF APPROVAL: _____

REASONS FOR DENIAL: _____

APPROVAL STAMP