

# Mussey Township

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135 N. Main Street, Capac, MI 48014  
Phone: (810) 395-4915 Fax: (810) 395-7182

## **Application for Special Land Use and/or Site Plan Review**

*Applications will not be accepted if not complete and all fees are collected. All materials must be submitted 30 days prior to Planning Commission meeting date. The Planning Commission meets on the fourth Tuesday of the month.*

Parcel # \_\_\_\_\_ Zoning: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Dimension of Property (Width x Length) \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Frontage on Road: \_\_\_\_\_

**Attached copy of legal description (for both special land use and site plan review)**  
**Submit 12 copies of proposed site plan with all required information**

Legal Owner of Property: \_\_\_\_\_

**Proof of ownership must be submitted**

Address: \_\_\_\_\_

Proposed use of site: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Owner hereby consents to allow Township representatives access to property

Fees: **See Fee Schedule in Zoning Book or on our website [www.musseytownship.org](http://www.musseytownship.org).**  
**Additional fees may apply.**

**Special Land Uses**

Township Administrative Fee	\$250.00
Single-Family Residential or Accessory Thereeto	\$ None unless planner review requested
Other Than Single-Family Residential	\$350.00 + \$5.00/acre
Escrow	\$1,000.00 (No escrow for Single Family Residential)

**Site Plan Review**

See a copy of our Planning and Zoning Fee Schedule

Escrow Policy Acknowledgment

The deposit shall be due when the application is submitted. The Township will charge all review and inspection (not building inspection) expenses to this deposit, including but not limited to planning, engineering, legal and environmental assessment services.

The escrow account shall maintain a balance of not less than 30% of the original (opening) balance. If the Township determines that the account will require an additional deposit(s) the amount of the additional deposit will be one-half (1/2) of the original escrow amount to remain active.

Any remaining funds in the escrow account will be released when the project is complete.

I have read, and agree to abide by, the Mussey Township policy concerning escrow fees.

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

To be completed by the office

Date received by the Township Representative: \_\_\_\_\_

Received by: \_\_\_\_\_

Administrative Fee \_\_\_\_\_ Application Fee \_\_\_\_\_

Escrow Fee \_\_\_\_\_

Date of Planning Commission Meeting \_\_\_\_\_

**Applicant or representative must be present at the meeting**

Planning Commission Chairperson: \_\_\_\_\_

Action Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Fire Chief: \_\_\_\_\_

Date Reviewed Plan: \_\_\_\_\_

## Checklist for Site Plan Preparation/Review

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- Twelve (12) copies of the site plan must be submitted. Michigan State Law requires that work done on commercial buildings be under the seal and signature of a licensed architect or engineer.
- Paperwork must be submitted no later than 15 days prior to a planning commission meeting for minor reviews and 30 days prior to a planning commission meeting for major reviews.

### Drawing Requirements

- Location map, at a scale of 4" = 1 mile showing site in relation to nearest major intersection.
- A scale of not less than 1" = 30' if the developed portion of the subject property is five (5) acres or less, and 1" = 100' if over five (5) acres.
- Date, north arrow and scale.
- Location of all existing and proposed structures and uses.
- All aisles, drives and parking areas (include the number of spaces in each).
- Screening and/or protective walls. (Refer to Section 1212 of Zoning Ordinance)
- Principal and accessory buildings.
- Location of existing and proposed rights-of-way, widths of all abutting streets, alleys and easements.
- Types of facing materials to be used on structures.
- Elevations (front, sides and rear views) of all sides of the building(s).
- A floor plan drawing showing the specific use areas of all existing and proposed buildings on site.

- Seal of registered Architect, Landscape Architect, Land Surveyor, Professional Community Planner or Civil Engineer who prepared the plan. In cases of minor structural alterations where professional services are not required, additions of three hundred (300) square feet or less, or for changes in the use of existing buildings, the Planning Commission may waive this requirement.
- Density calculations (for multiple family projects).
- Existing buildings or improvements on the site and on all property adjacent to the site that are within one hundred (100) feet.
- Designation of units by type of buildings.
- Interior sidewalks and sidewalks within right-of-way.
- Exterior lighting locations and methods of shielding them from projecting onto adjoining property.
- Trash receptacle location and method of screening.
- Landscape plan. (Refer to Section 1208 of Ordinance Book)
- Drive or street approaches including acceleration, deceleration and passing lanes, if appropriate.
- All utilities located on or serving the site.
- Loading and unloading area.
- Total floor area.
- Designation of fire lanes.
- Where large equipment or machinery to be installed as part of the development, the location, type, horsepower, fuel, dimension, noise, vibration and emission levels, and other data of all such equipment or machinery.
- Location and extent of development of recreation areas, where necessary.
- Existing and proposed contours shall be provided at an interval of one (1) foot. There shall clearly indicate the proposed Grading and Drainage Plan and shall identify any areas of reclaimed or filled land. All uses shall detain storm water so that the run-off from the property occurs at not more than an agricultural run-off rate.
- Address posted at location on building (minimum six (6) inch numbers).

#### Sign Information Required For All Signs

If a sign or signs are proposed for a use requiring site plan approval, the following detailed information shall be provided for each sign and submitted with the site plan:

1. Proposed location of the sign on the site and/or building, including the setback from all property lines.
2. Distance to any adjoining residential zoning district.
3. Proposed height of the sign above the ground.
4. Dimensions of the sign (2) and calculation of total surface area.
5. Proposed message as it will appear on the sign.

6. Method of illumination, if any.
7. Complete description/drawings of the structural supports for the proposed sign(s).