



City of Midland  
*Application for Conditional Use Permit (CUP)*

Submission Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Phone number: (\_\_\_\_) \_\_\_\_\_ Addt'l. phone: (\_\_\_\_) \_\_\_\_\_

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

Owner's Signature: \_\_\_\_\_

Applicant Name (if not owner): \_\_\_\_\_

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

Phone number: (\_\_\_\_) \_\_\_\_\_ Addt'l. phone: (\_\_\_\_) \_\_\_\_\_

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

Applicant's Signature (if not owner): \_\_\_\_\_

Architect, Engineer, Attorney or other professionals associated with the project:

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

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

Phone number: (\_\_\_\_) \_\_\_\_\_ Addt'l. phone: (\_\_\_\_) \_\_\_\_\_

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

Address of property: \_\_\_\_\_

Tax ID Number (parcel code): \_\_\_\_\_

Legal description of property (or attach to application):

Lot Area: \_\_\_\_\_ Lot Depth: \_\_\_\_\_ Lot Width: \_\_\_\_\_

Current zoning of parcel: \_\_\_\_\_ Current use of parcel: \_\_\_\_\_

Proposed use of parcel: \_\_\_\_\_

Name of proposed development (if applicable): \_\_\_\_\_

Square feet of gross floor area: \_\_\_\_\_

Square feet of usable floor area: \_\_\_\_\_

Review comments and/or approval from County, State, and Federal agencies. Copies of letters or approval forms should be submitted with the site plan application.

The following items must also be included with this completed application:

1. A detailed explanation of how this request meets the standards for granting conditional land use approval listed in Section 28.03, A (1-4) and B (1-8). Please be specific.
2. One (1) legible copy of the site plan on at least 24 inches by 36 inches, one (1) copy of the site plan on sheets at least 11 inches by 17 inches, and one (1) digital copy of the site plan. See the attached Site Plan Review Checklist (Section 27.05) for specific details of what must be included on the Site Plan. The Site Plan must comply with the Standards of Site Plan Approval (Section 27.06).
3. Evidence shall be submitted to show that the plans have been submitted to governmental agencies that have jurisdiction over any part of the development, including, but not necessarily limited to: Midland County Road Commission, Midland County Drain Commissioner, Midland County Health Department, Michigan Department of Transportation, Michigan Department of Natural Resources, and the Michigan Department of Environmental Quality.
4. The required review fee of \$500 as established by Chapter 21 of the City of Midland Code of Ordinances.

These materials shall be submitted to the City Planning Department at least twenty-eight (28) days prior to the Planning Commission meeting at which the review is requested.

# SITE PLAN REVIEW CHECKLIST

Where applicable, the following information shall be included on all site plans or supporting documentation:

## A. Application

The application shall contain the following information at minimum:

1. Applicant's name, address, phone number, fax number, and e-mail address.
2. Name, address and signature of property owner, if different from applicant.
3. Common description of property and complete legal description including the Tax Identification number.
4. Dimensions of land and total acreage.
5. Existing zoning of applicant's parcel and surrounding land.
6. Existing use of the applicant's parcel and surrounding land.
7. Proposed use of land and name of proposed development, if applicable.
8. Proposed buildings to be constructed, including square feet of gross and usable floor area.
9. Number of permanent employees, if applicable.
10. Names, addresses, and telephone numbers of engineers, attorneys, architects, and other professionals associated with the project.
11. Review comments and/or approvals from County, State, and Federal agencies. Copies of letters or approval forms should be submitted with the site plan application.

## B. Descriptive and Identification Data

Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than 1 inch = 20 feet for property less than 1 acre, 1 inch = 30 feet for property larger than 1 acre but less than 3 acres, and 1 inch = 50 feet for property larger than 3 acres, unless another scale is approved by the Planning and Community Development staff. The following descriptive and identification information shall be included on all plans:

1. Applicant's name and address, and telephone number.
2. Title block indicating the name of the development.
3. Scale.
4. North point.
5. Dates of submission and revisions (month, day, year).
6. Location map with north point.
7. Legal and common description of property, including acreage.
8. The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel the plan should indicate the boundaries of total land holding.
9. A schedule for completing the project, including the phasing or timing of all proposed developments.
10. Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
11. Written description of proposed land use.
12. Proximity to driveways serving adjacent parcels.
13. Proximity to nearest cross street.
14. Notation of any variances which have been granted or will be sought.
15. Net acreage (minus rights-of-way and bodies of water) and total acreage, to the nearest 1/10 acre.

# SITE PLAN REVIEW CHECKLIST

## C. Site Data

1. Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within fifty (50) feet of the site.
2. Front, side, and rear setback dimensions.
3. Topography on the site and within fifty (50) feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark.
4. Proposed site features, including buildings, roadway widths and names, and parking areas.
5. Dimensions and centerlines of existing and proposed roads and road rights-of-way.
6. Proposed vehicular circulation system, including location of driveway entrances, roads, and on-site driveways.
7. The location of all driveways on all adjacent and abutting properties within 300 ft. of the property lines.
8. Typical cross-section of proposed roads and driveways.
9. Location of existing drainage courses, floodplains, lakes and streams, with elevations.
10. Location of wetland boundaries, if state-regulated and name of person who staked the boundaries and his /her qualifications.
11. Location of existing and proposed interior sidewalks and sidewalks in the road right-of-way.
12. Exterior lighting locations and method of shielding lights from shining off the site.
13. Photometric plan showing all lighting on the site (including decorative lighting).
14. Trash receptacle locations and method of screening, if applicable.
15. Transformer pad location and method of screening, if applicable.
16. Parking spaces, typical dimensions of all spaces (including barrier-free spaces), indication of total number of spaces, drives, and method of surfacing.
17. Information needed to calculate required parking in accordance with Zoning Ordinance standards (e.g., building square footage, number of employees).
18. Information needed to determine compliance with all sign regulations, if applicable, as set forth in Article 8.00.
19. The location of lawns and landscaped areas.
20. Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material and the location, sizes, and types of existing trees five (5) inches or greater in caliper, measured at four (4) feet above native grade, before and after proposed development.
21. Cross-section or slope of proposed berms.
22. Location and description of all easements for public rights-of-way, utilities, access, shared access, and drainage.
23. Designation of fire lanes.
24. Loading/unloading area.
25. The location of any outdoor storage and the manner by which it will be screened.

# SITE PLAN REVIEW CHECKLIST

## **D. Building and Structure Details**

1. Location, height, and outside dimensions of all proposed buildings and structures.
2. Indication of the number of stores and number of commercial or office units contained in the building, if applicable.
3. Total floor area.
4. Location, size, height, and lighting of all proposed signs.
5. Proposed fences and walls, including typical cross-section and height above the ground on both sides.
6. Building facade elevations.
7. Sign elevations and locations.

## **E. Information Concerning Utilities, Drainage, and Related Issues**

1. Schematic layout and description of existing and proposed sanitary sewers, sewage treatment systems, water mains, and water service leads; hydrants that would be used by public safety personnel to service the site; storm sewers and drainage facilities, including the location of retention/detention facilities; and the location of gas, electric, and telephone lines.
2. General indication of site grading and drainage patterns.
3. Types of soils and location of floodplains and wetlands, if applicable.
4. Soil erosion and sedimentation control measures.

## **F. Information Concerning Residential Development**

1. The number, type and location of each type of residential unit (one bedroom units, two bedroom units, etc.)
2. Density calculations (dwelling units per acre).
3. Lot coverage calculations.
4. Impervious surface calculations.
5. Floor plans of typical buildings with square feet of floor area.
6. Garage and carport locations and details, if proposed.
7. Sidewalks and trail locations and widths.
8. Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the adjacent public roads.
9. Community building locations, dimensions, and facade elevations, if applicable.
10. Swimming pool fencing detail, including height and type of fence, if applicable.
11. Location and size of recreation open areas.
12. Indication of type of recreation facilities proposed for recreation area.
13. If common area or community buildings are proposed, then the site plan should indicate the responsibilities of the subdivision or condominium association, property owners, or other public entity, with regard to maintenance of the common areas or community property on a continuing basis.

## **G. Information Applicable to Manufactured or Mobile Home Parks**

1. All information required by Section 16.03.A.1

# SITE PLAN REVIEW CHECKLIST

## H. Additional Information

### 1. Information Related to Condominium Development

The following information shall be provided with all site plans involving condominium development:

- a. Condominium documents, including the proposed Master Deed, restrictive covenants, and condominium bylaws.
- b. Condominium subdivision plan requirements, as specified in Section 66 of Public Act 59 of 1978, as amended, and Rule 401 of the Condominium Rules promulgated by the Michigan Department of Commerce, Corporation and Securities Bureau.

### 2. Items Not Applicable

If any of the items listed are not applicable to a particular site, the following information should be provided on the site plan:

- a. A list of all items considered not applicable.
- b. The reason(s) why each listed item is not considered applicable.

### 3. Other Data Which May Be Required

Other data may be required if deemed necessary by the City staff or the Planning Commission to determine compliance with the provisions in this Ordinance. Such information may include traffic impact studies (in accordance with Section 3.17), environmental assessment and evaluation of the demand on public facilities and services.