



## Charter Township of Orion

Planning & Zoning Department  
2323 Joslyn Rd., Lake Orion MI 48360  
P: (248) 391-0304 ext. 5000

### Checklist for Special Land Use Application

Applications must be submitted by noon on Wednesday, four (4) weeks prior to a scheduled meeting. Meetings are held on the first and third Wednesday of each month, unless otherwise specified.

Pursuant to Zoning Ordinance 78, Section 30.02(B)(7), the applicant or a designated representative must be at Planning Commission meetings. Refer to Section 30.02(B)(13) for the criteria the Planning Commission will use to evaluate a special land use.

**The following must accompany your completed application; incomplete submittals will not be accepted.**

- Complete application including original ink signatures of property owner and the applicant.
- The Special Land Use Review fees calculated using Ordinance No. 41.
- Proof of ownership. Acceptable forms of documentation include: Warranty Deed, Quit Claim Deed, Land Contract or Option to Purchase with a Copy of the Warranty Deed.
- Three (3) copies of the current site plan if no change is proposed to the site plan to the Township at the above address.
  - Please note, if changes are proposed to the site plan, an application for site plan approval may also be necessary. Please see separate Site Plan application for requirements.
- Three (3) sets of all supporting documents, reports, studies etc.
- PDF format copy of all information submitted (may be emailed or provided on a USB/flash drive).
- Proof of submittal to outside agencies

The Township reserves the right to request additional copies of printed materials as necessary.

If you have any questions, please call the Planning & Zoning Department at (248) 391-0304, ext. 5000



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Case #

Meeting Date: \_

**Charter Township of Orion Planning Commission  
Special Land Use Approval Application**

**30.02, A. Intent:** Special land use procedures and standards are instituted to provide consistent and uniform guidelines for the Planning Commission to follow in arriving at any special land use decision over which it has jurisdiction. Special land uses are uses that may be permitted in a district, but only if certain specified conditions are met, and only after review and approval by the Planning Commission. The review procedures which are conditions for approval are intended to provide protection for adjacent uses and ensure full compliance with the standards contained within Zoning Ordinance 78 and other applicable local ordinances and State and Federal laws.

**Project Name:** \_\_\_\_\_

**Name of Development/Business if applicable:** \_\_\_\_\_

<b>Applicant</b>	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Email: _____
<b>*Property Owner(s)</b>	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Email: _____ * If the name on the deed does not match the name of the property owner on this application, documentation showing the individual is the same as the company name must be provided.
<b>Plan Preparer Firm/Person</b>	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____
<b>Project Contact Person</b>	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Email: _____

Property Description	Sidwell Number(s): _____
	Location or Address of Property: _____
	Side of Street: _____ Nearest Intersection: _____
	Acreage: _____ Current Use of Property: _____
Is the complete legal description printed on the site plan? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no please attach to the application)	

Project Information	Subject Property Zoning: _____ Adjacent Zoning: N. _____ S. _____ E. _____ W. _____
	Give a detailed description of the proposed use:
	_____
	_____

Submittal to Outside Agencies	<b>Pursuant to Zoning Ordinance 78, Section 30.02(B), a copy of this application must be submitted to the each of the following agencies: Please provide the Township with a copy of each transmittal and proof of delivery.</b>	
	AT&T 54 Mill St. Pontiac, MI 48342	Consumers Power Company 530 W. Willow Rd. Lansing, MI 48906
	DTE Energy Co. ATTENTION: NW Planning & Design 1970 Orchard Lake Rd. Sylvan Lake, MI 48320	Oakland County Health Department Building 34 East 1200 N. Telegraph Rd. Pontiac, MI 48341
	Oakland County Water Resources Commission (To be submitted by the Township)	Road Commission of Oakland County (if applicable) ssinkowski@rcoc.org (Electronic submittal only)
	Michigan Department of Transportation (if applicable) (To be submitted by the Township)	

<b>Compatibility of Adjacent Uses</b>	<p>The proposed special land use shall be designed, constructed, operated, and maintained so as to be compatible with uses of adjacent land. The site design of the proposed special land use shall minimize the impact of site activity on surrounding properties. In determining whether this requirement has been met, please describe the consideration given to the following:          Location and screening of vehicular circulation and parking areas in relation to surrounding development _____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Location and screening of outdoor storage, outdoor activity or work areas and mechanical equipment, in relation to surrounding development _____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>The hours of operation of the proposed use _____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>The bulk, placement, and materials of construction of the proposed use in relation to surrounding uses _____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Compatibility with Master Plan</b>	<p>Describe how the proposed special land use is compatible with and in accordance with the general principles and objectives of the Orion Township Master Plan and how it promotes the intent and purpose of Zoning Ordinance 78. _____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Public Services</b>	<p>Describe how the proposed special land use is located so as to be adequately served by essential public facilities and services, such as highways, streets, police and fire protection, drainage systems, water and sewage facilities, and schools.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**Impact on Traffic**

**Detrimental Effects**

**Enhancement of Surrounding Environment**

The location of the proposed special land use within the zoning district shall minimize the impact of the traffic generated by the proposed use on surrounding uses. Describe the consideration given to the following:

Proximity and access to major thoroughfares \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated traffic generated by the proposed use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proximity and relation to intersections \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adequacy of sight distances \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of and access to off-street parking \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required vehicular turning movements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provision for pedestrian traffic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The proposed special land use shall not involve any activities, processes, materials, equipment or conditions of operation, and shall not be so located or designed, as to be detrimental to public health, safety, and welfare. Describe the consideration given to the production of traffic, noise, vibration, smoke, fumes, odors, dust, glare, and light. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The proposed special land use shall provide the maximum feasible enhancement of the surrounding environment and shall not unreasonably interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value. Describe how consideration was given to:

Landscaping & other amenities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The bulk placement and materials of construction of proposed structures in relation to surrounding uses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Isolation of Existing Land Use**

Explain how the location of the proposed special land use does not result in a small residential area being substantially surrounded by non-residential development, and further, the location of the proposed special land use does not result in a small non-residential area being substantially surrounded by incompatible uses: \_\_\_\_\_

\_\_\_\_\_

**Required Signage**

**Pursuant to Zoning Ordinance 78, Section 30.02(D) a sign indicating the requested special land use shall be installed on the parcel(s) no less than 15 days prior to the scheduled public hearing. Please check one:**

- I will install the sign(s) as required (see below for specifications).
- I would like to lease signage from the Township (including installation).  
(Please complete attached Sign Request Form).

***I/We, the undersigned, do hereby submit this application for Special Land Use, pursuant to the provisions of the Charter Township of Orion Zoning Ordinance No. 78, Section 30.02 and applicable ordinance requirements. In support of this request the above facts are provided. I hereby certify that the information provided is accurate and the application that has been provided is complete.***

**Signature of Applicant:**  
*(must be original ink signature)* \_\_\_\_\_

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

Print Name: \_\_\_\_\_

***I, the property owner, hereby give permission to the applicant listed above to act as my agent in submitting applications, correspondence and to represent me at all meetings. I also grant permission to the Planning Commission members to visit the property, without prior notification, as is deemed necessary.***

**Signature of Owner\*:**  
*(must be original ink signature)* \_\_\_\_\_

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

Print Name: \_\_\_\_\_

\*If the deed of ownership does not show an individual, ie a corporation, partnership, etc., documentation must be provided showing the individual signing this application has signing rights for the entity.

As per Ordinance 78, Section 30.02(D), Special Land Procedures and Standards, a sign shall be installed 15 days prior to the required public hearing. Please see the Ordinance for additional specifications.

The sign shall have the following wording:

SPECIAL LAND USE PROPOSED	- (min 8" high letters)
For more information call:	- (min 3" high letters)
Charter Township of Orion	- (min 4" high letters)
Planning and Zoning Department	- (min 4" high letters)
248-391-0304 ext. 5002	- (min 4" high letters)

\*Please note, the Township does offer the ability to rent the required signage (see attached form). Please contact the Planning and Zoning Department with any questions.



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Project Name \_\_\_\_\_

PC# \_\_\_\_\_ Parcel#(s) \_\_\_\_\_

Please select an option below:

**Permission to Post on Web Site**

By signing below as applicant and on behalf of my consultants, we agree to allow the plans for the above-named project, in which approval is being sought by the Planning Commission and/or Township Board, to be posted on the Township website.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

**Do not want posted on Web Site**

**SURVEY FOR BUILDER/DEVELOPERS**

**Did you know Orion Township is located within the Clinton River Watershed?**

A watershed is another name for a river basin. It is an area of land that drains into a common body of water. Did you know that rainwater and melting snow makes its way into our lake s and the Clinton River after it leaves the parking lot or storm drain? Orion Township, along with our neighboring communities, is in the process of developing a watershed management plan to comply with Federal stormwater permit regulations to improve the quality of stormwater generated from new development and redevelopment. Your opinion on the following questions would be appreciated. Please answer these short questions and return to the Building Department.

**1. Please rate the following governmental goals and objectives.**

	Very Important	Important	Not Important	Don't know
Improving Recreational Quality & Opportunities				
Preserving Fish & Wildlife Habitat				
Reducing erosion and flooding				
Protecting wetlands and woodlands				

**2. How significant do you believe the problems caused by soil erosion, chemicals such as fertilizer, oil and pesticides are in the watershed?**

Very Significant	Somewhat Significant	insignificant	Don't Know

**3. Are you aware of the functional benefits of preserving natural features in stormwater management, such as increasing infiltration capacity and slowing runoff and decreasing infrastructure expenses?**

YES

NO

**4. Have you experienced a correlation between preservation of natural areas and quality of the development or sales volume?**

YES

NO

**5. Have you implemented State recommended Best Management Practices (BMPs), such as bio-retention, vegetated swales, or porous pavement in past developments?**

YES

NO

*Over Please*



## SURVEY FOR BUILDER/DEVELOPERS

6. Would you be interested in participating in future surveys or volunteer committees?

YES

NO

### Contact Information

Name	
Address	
Phone	
Email	



<input type="checkbox"/>	<b>Proposed Rezoning Change Sign</b>
<input type="checkbox"/>	<b>Special Use Sign</b>

**SIGN REQUEST FORM**

**OWNER/ APPLICANT INFORMATION**

<b>Name:</b>		<b>Phone Number:</b> (    )	
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

**Signature:**

**PROPOSED ZONING ADDRESS**

<b>Address where the Work will Occur:</b>	<b>Parcel Id Number:</b>
<b>Number of Signs Requested (check box):</b> <input type="checkbox"/> 1 (\$350.00) <input type="checkbox"/> 2 (\$450.00) <input type="checkbox"/> 3 (\$550.00) <input type="checkbox"/> 4 (\$650.00)	

*\*Please make check payable to "Orion Township" and reference "B&G Sign Request" in memo area*

**Additional Comments:**

**PLANNING & ZONING USE ONLY**

<b>Date for installation:</b>	<b>Removal Date:</b>
<b>Check box:</b> <input type="checkbox"/> Completed application <input type="checkbox"/> Buildings & Grounds notified of installation date <input type="checkbox"/> Copy of Request Form Sent to Buildings & Grounds	<input type="checkbox"/> Payment received (Total Payment: _____) <input type="checkbox"/> Buildings & Grounds notified of removal date

**BUILDINGS & GROUNDS USE ONLY**

**Check Box:**  Installation completed     Removal completed

**Work completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

