

# CITY OF OTSEGO

117 EAST ORLEANS STREET, • OTSEGO, MI 49078

PHONE (269) 694-6146 • FAX (269) 692-2643

## APPLICATION FOR SPECIAL USE PERMIT - DWELLING UNIT CONVERSION - SITE PLAN AMENDMENT

<p><b>1. Name Of Applicant:</b></p> <p>_____</p> <p>Address: _____</p> <p>City/State _____ Zip _____</p> <p>Phone: (hm.) _____ (off). _____</p> <p>Fax: _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p><b>2. Property Owner or authorized agent (if other than the applicant):</b></p> <p>_____</p> <p>Signature: _____</p> <p>Date: _____</p> <p><i>NOTES: The above signature certifies a formal request and an authorization by an individual having a legal interest in the subject property and the authorization of review activities by the City of Otsego. It further authorizes public notification of the request and authorizes City officials and its designees to visit and visually inspect the subject property for the purpose of site analysis prior to consideration of approval of the application and, during and upon completion of any construction or other activity governed by the City and pertaining to this application.</i></p> <p><i>I understand that I am required to create an escrow account with the City of Otsego in the amount of <b>\$1000.00</b>, and I will adhere to the escrow requirements as stated in the City of Otsego's Resolution 2004-01 (attached). The escrow amount may be reduced by the City Manager for minor reviews.</i></p>	<p style="text-align: center;">For Official Use Only</p> <p>Rec'd. by Zoning Administrator: _____</p> <p>Escrow Amount Required: _____</p> <p>Applicable Section of Zoning Ordinance under which the requested use is classified.</p> <p>_____</p> <p>Variances needed? _____</p> <p><b>PLANNING COMMISSION RECOMMENDATION</b></p> <p style="text-align: center;"><i>Approval/Denial</i> Date _____</p> <p><b>Conditions of approval or reasons for denial:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>CITY COMMISSION ACTION</b></p> <p style="text-align: center;"><i>Approval/Denied</i> Date _____</p> <p><b>Conditions of approval or reasons for denial:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature: _____ Date: _____</p>
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**3. Street address (approximate if an official address has not been assigned) of property and permanent parcel number(s) (This twelve digit number is on the property tax bill or may be obtained from the assessor):**

\_\_\_\_\_

**4. Current Zoning of the property:** \_\_\_\_\_

**5. Describe present and proposed use and its associated activities including number of dwelling units, occupants, employees, etc.:**

\_\_\_\_\_

**6. Legal description (Attach a separate page if necessary):**

\_\_\_\_\_

**7. Attach 10 copies of a site plan (scaled drawing(s) Ref. Sec. 4.6, page 2): Unless specifically exempted by the Zoning administrator the application will NOT be accepted unless a site plan is submitted containing all information referenced in the attached list.**

# Site Plan Content Checklist

(Ref. Sec. 4.6 of Otsego Zoning Ordinance)

<b>Accompanying information</b> The following information must be attached to or incorporated on all plans submitted for review:		
<input type="checkbox"/>		A legal description of the property under consideration
<input type="checkbox"/>		A map indicating the gross land area of the development.
<input type="checkbox"/>		The present zoning classification
<input type="checkbox"/>		The zoning classification and land use of the surrounding properties.
<input type="checkbox"/>		The names and addresses of the architect, planner, designer, or engineer responsible for the preparation of the site plan.
<input type="checkbox"/>		Elevations of proposed buildings, drawings or exterior sketches.
<b>Information to be on plan.</b> The following information must be included on the site plan:		
<input type="checkbox"/>		A scale of not less than 1" - 20', if the property is less than three (3) acres, 1" - 100', if it is three (3) acres or more.
<input type="checkbox"/>		Date, north point and scale.
<input type="checkbox"/>		The dimensions of all lot and property lines.
<input type="checkbox"/>		Existing structures and driveway openings on properties within 100 feet (including opposing drives).
<input type="checkbox"/>		The location of each proposed structure.
<input type="checkbox"/>		Proposed building height and the number of stories. Building areas and square footage.
<input type="checkbox"/>		Proposed Signage.
<input type="checkbox"/>		Setback distances between structures and lot lines.
<input type="checkbox"/>		Location and dimensions of vehicular entrances and loading points.
<input type="checkbox"/>		Current and proposed drives and parking areas, the number of parking and loading spaces.
<input type="checkbox"/>		All pedestrian walks, malls and open areas.
<input type="checkbox"/>		Location and height of all walls, fences.
<input type="checkbox"/>		Grading plan.
<input type="checkbox"/>		The location and right-of-way widths of all abutting streets.
<input type="checkbox"/>		Types of surfacing, such as paving, turf or gravel.
<input type="checkbox"/>		Landscaping plan
<input type="checkbox"/>		A storm drainage plan.
<input type="checkbox"/>		Size and location of proposed sewer and water lines and connections.
<input type="checkbox"/>		The number of proposed units (for multiple-family developments).
<input type="checkbox"/>		Wetlands, shorelines, streams, wood lots, existing trees and vegetation.
<input type="checkbox"/>		Site lighting including the location, height and orientation of light fixtures.

CITY OF OTSEGO  
ALLEGAN COUNTY  
MICHIGAN

RESOLUTION NO. 2004-01

A RESOLUTION REGARDING ZONING APPLICATIONS FEES AND ESTABLISHING AN ESCROW  
FUND REQUIREMENT FOR CERTAIN ZONING APPLICATIONS AND DEVELOPMENTS

WHEREAS, the Otsego City Commission (“City Commission”) has established certain fixed application fees for zoning reviews and approvals pursuant to the Otsego City Zoning Ordinance (“Zoning Ordinance”) and state law; and

WHEREAS, there are certain developments, zoning applications, and projects which require the City of Otsego (“City”) to incur additional and at times extraordinary out-of-pocket costs and expenses above and beyond what is associated with typical or average zoning reviews for minor projects; and

WHEREAS, the City Commission believes that it is reasonable and appropriate to place the cost of processing zoning applications and evaluation of various developments (or applications involving unusual costs to the City) on the applicants involved rather than on the taxpayers of the City; and

WHEREAS, the City intends that the zoning review and escrow fees be reasonably related and proportionate to the costs incurred by the City for the particular application or zoning process involved, and that such fees and reimbursements be used to defray the costs of administering and enforcing the Zoning Ordinance and the City and Village Zoning Act, as amended (MCL 125.581 et seq.); and

WHEREAS, the City Commission intends to establish this Escrow Policy to accomplish the above goals.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The fixed basic zoning application fees (as set by the City Commission by resolution from time-to-time) shall hereafter cover cost associated with the following:
  - A. Applicant’s appearance at regular Planning Commission, Zoning Board of Appeals, and/or City Commission Meetings.
  - B. Mailing and legal notice requirements for public hearings.
  - C. Involvement by City Commission members and employees (excluding outside contractors or professionals such as City engineering, planning, legal counsel, and other services).
  
2. In addition to the fixed zoning fees, all other expenses and costs incurred by the City which are directly associated with reviewing and processing a zoning application for uses specified in Section 3 hereof shall be paid (or reimbursed to the City) from the funds in an Escrow Account established by the applicant as provided herein. The City may draw funds from an applicant’s Escrow Account to reimburse the City for out-of-pocket expenses incurred by the City relating to the application. Such reimbursable expenses include, but are not limited to, expenses related to the following:
  - A. Mailings and legal notices.
  - B. Services of the City Attorney directly related to the application.
  - C. Services of the City Engineer directly related to the application.
  - D. Services of the City Zoning Administrator or Planner directly related to the application.
  - E. Services of other professionals working for the City which are directly related to the application.
  - F. Any additional public hearings, required mailings and legal notice requirements necessitated by the application.

3. Applications involving the following shall be subject to this Escrow Fund requirements:
  - A. Site Plan Reviews
  - B. Special Land Uses
  - C. Rezonings
  - D. Plat approvals
  - E. Site condominiums
  - F. Private road approvals/permits
  - G. Variance or interpretation proceedings before the Zoning Board of Appeals where City officials determine that the scope of the project or application will probably require the assistance of the City professionals or involve the additional costs referred to in Section 2 hereof.
  - H. Land division approvals if the City Commission or Zoning Board of Appeals is involved.
4. The escrow fees for each application for the uses specified in Section 3 hereof are established at \$500.00 increments commencing with an initial \$1,000.00 deposit by the applicant with the City Clerk. The initial \$1,000.00 escrow fee shall be provided by the applicant to the City Clerk at the time of application. No application shall be processed prior to the required escrow fee having been deposited with the City Clerk. Any excess funds remaining in the escrow Account after the application has been fully processed, reviewed and the final City decision has been rendered regarding the project will be refunded to the applicant with no interest to be paid on those funds. At no time prior to the City's final decision on the application shall the balance in the Escrow Account fall below \$500.00. If the funds in the Escrow Account drop below \$500.00, an additional deposit of \$500.00 by the applicant into the Escrow Account shall occur before the application review process will be continued. Additional amounts above \$1,000.00 may be required to be placed in the Escrow Account by the applicant at the discretion of the City. If the review is minor and likely will not require outside review, the required fees may be lesser amounts upon the discretion of the Zoning Administrator.

(Notwithstanding the preceding, the escrow fee deposit for private roads involving only one or two parcels shall be established at an initial Five Hundred Dollar (\$500.00) deposit with the funds in the Escrow Account being replenished back up to Five Hundred Dollars (\$500.00) when the funds in the account for such private roads serving one or two parcels drop below One Hundred Dollars (\$100.00)).
5. No building permit, final City approval or any other permit shall be granted for an application until all outstanding out-of-pocket costs and expenses incurred by the City as specified above have been reimbursed to the City from the Escrow Account.
6. The City Clerk shall maintain records regarding the Escrow Account and shall authorize the disbursement of escrow funds in writing. Such escrow funds (from one or more applicants) shall be kept in a separate City bank account.
7. If an applicant objects to the amount of escrow funds it must deposit with the City or how the escrow funds have been applied, they may appeal the determination regarding these matters to the City Commission. All such appeals shall be in writing and shall be made not later than thirty (30) days after final City action regarding the application.

RESOLUTION DECLARED ADOPTED.

Dated: January 5, 2004

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Angela M. Cronen, City Clerk