

# CITY OF TROY SPECIAL USE REQUEST APPLICATION

DATE SUBMITTED: \_\_\_\_\_

**CITY OF TROY PLANNING DEPARTMENT**  
500 W. BIG BEAVER  
TROY, MICHIGAN 48084  
248-524-3364  
FAX: 248-524-3382  
E-MAIL: [planning @troymi.gov](mailto:planning@troymi.gov)



**SPECIAL USE FILE NUMBER** \_\_\_\_\_  
SPECIAL USE APPROVAL FEE: (\$1800.00) \_\_\_\_\_  
APPROVAL RENEWAL FEE (\$500.00) \_\_\_\_\_  
ESCROW FEE (\$1500.00) \_\_\_\_\_

## NOTICE TO THE APPLICANT

REGULAR MEETINGS OF THE CITY PLANNING COMMISSION ARE HELD ON THE SECOND TUESDAY OF EACH MONTH AT 7:30 P.M. AT CITY HALL.

APPLICATIONS FOR SPECIAL USE APPROVALS REQUIRING THE SUBMITTAL OF A SITE PLAN SHALL CONFORM TO THE REQUIREMENTS CONTAINED IN SECTION 03.43.00 OF THE TROY ZONING ORDINANCE.

A PLANNING COMMISSION PUBLIC HEARING SHALL BE SCHEDULED FOLLOWING A DETERMINATION BY THE PLANNING DEPARTMENT THAT THE SPECIAL USE REQUEST APPLICATION IS COMPLETE AND MEETS THE REQUIREMENTS OF THE TROY ZONING ORDINANCE.

**PLEASE FILE ORIGINAL APPLICATION FORMS.**

1. NAME OF THE PROPOSED DEVELOPMENT: \_\_\_\_\_

2. LOCATION OF THE SUBJECT PROPERTY: \_\_\_\_\_

THE SUBJECT PROPERTY HAS A FRONTAGE OF \_\_\_\_\_ FEET AND A DEPTH OF \_\_\_\_\_ FEET  
ON \_\_\_\_\_ STREET, LOCATED BETWEEN \_\_\_\_\_  
AND \_\_\_\_\_ STREETS. ACREAGE OF SITE IS \_\_\_\_\_ ACRES.

3. ZONING CLASSIFICATION OF THE SUBJECT PROPERTY: \_\_\_\_\_

4. TAX IDENTIFICATION NUMBER(S) (SIDWELL) OF SUBJECT PROPERTY: \_\_\_\_\_

5. DESCRIPTION OF PROPOSED USE: \_\_\_\_\_

GROSS BLDG. AREA OF THIS PROJECT \_\_\_\_\_ TOTAL G.B.A. ON SITE \_\_\_\_\_

6. SECTION OF THE ZONING ORDINANCE UNDER WHICH SPECIAL USE APPROVAL IS SOUGHT: \_\_\_\_\_

7. APPLICANT FOR SPECIAL USE APPROVAL:

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

OWNER OF THE SUBJECT PROPERTY:

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

8. THE APPLICANT BEARS THE FOLLOWING RELATIONSHIP TO THE OWNER OF THE SUBJECT PROPERTY:  
\_\_\_\_\_

9. SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

10. SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

*BY THIS SIGNATURE, THE PROPERTY OWNER AUTHORIZES THE PLACEMENT OF A SIGN ON THE PROPERTY TO INFORM THE PUBLIC AS TO THIS REQUEST FOR SPECIAL USE APPROVAL.*

# SPECIAL USE APPROVAL INITIAL SUBMITTAL CHECKLIST

(as revised 05-19-10)

THE FOLLOWING SHALL CONSTITUTE AN INITIAL SUBMISSION:

REQUIRED PROVIDED

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | COMPLETED CITY OF TROY <b>SPECIAL USE APPROVAL APPLICATION FORM AND FEES (REQUIRED AND ESCROW – SEE NOTE ON THE FOLLOWING PAGE).</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>STATEMENT OF COMPATIBILITY</b> WITH DEVELOPMENT OR USE OF THE ADJACENT PROPERTY  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A <b>CERTIFIED BOUNDARY SURVEY</b> , INCLUDING LEGAL DESCRIPTION AND SCALED DRAWING, PREPARED BY A LICENSED LAND SURVEYOR. THE LEGAL DESCRIPTION OF ACREAGE PARCELS AND PARCELS FROM SUBDIVISIONS PLATTED PRIOR TO JANUARY 1, 1970 SHALL BE TIED TO A RECORDED SECTION OR QUARTER-SECTION CORNER. |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>ONE (1) CERTIFIED TOPOGRAPHIC SURVEY</b> SHOWING CURRENT SITE IMPROVEMENTS. THE TOPOGRAPHIC SURVEY SHALL PROVIDE ONE FOOT CONTOUR INTERVALS AND SHALL BE PRINTED ON 24 X 36 INCH SHEET.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A <b>LOCATION MAP</b> INDICATING THE SUBJECT PROPERTY AND THE ZONING AND USES OF THE ABUTTING AND/OR ADJACENT PROPERTIES (MAY BE INCLUDED ON THE SITE PLAN).  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>ONE (1) FOLDED COPY</b> OF A PROPOSED <b>SITE PLAN</b> INDICATING THE INTENDED USES OF THE SUBJECT PROPERTY AND CONTAINING THE INFORMATION, STATISTICS, AND DRAWINGS INDICATED IN THE TROY ZONING ORDINANCE, AS PER SECTION 03.43.00 OF THE ZONING ORDINANCE.                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>ONE (1) COPY</b> OF AN ENVIRONMENTAL IMPACT STATEMENT WHEN REQUIRED BY THE PROVISIONS OF ARTICLE VII OF THE TROY ZONING ORDINANCE  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>ONE (1) COPY</b> OF <b>PRELIMINARY TREE PRESERVATION PLAN / TREE INVENTORY</b> (OR A <i>WAIVER ISSUED BY THE CITY OF TROY PARKS &amp; RECREATION DEPT.</i> )   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>ONE (1) COPY</b> OF THE PROPOSED <b>LANDSCAPE PLAN</b> PREPARED IN CONFORMANCE WITH THE CITY OF TROY'S LANDSCAPE DESIGN STANDARDS  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>ONE (1) COPY</b> OF THE <b>PRELIMINARY FLOOR PLANS</b>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>ONE (1) COPY</b> OF THE <b>PRELIMINARY ELEVATIONS</b> OF THE PROPOSED BUILDINGS, INDICATING BUILDING HEIGHT.   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>ONE (1) COPY</b> OF THE PRELIMINARY <b>GRADING PLAN</b> IN ACCORDANCE WITH THE CITY OF TROY ENGINEERING DESIGN STANDARDS   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>ONE (1) COPY</b> OF THE <b>WETLANDS DETERMINATION MAP AND WETLAND REPORT, IF REQUIRED.</b>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | NOTIFICATION TO THE MICHIGAN DEPARTMENT ENVIRONMENTAL QUALITY, FEDERAL AVIATION ADMINISTRATION, THE MICHIGAN AERONAUTICS COMMISSION AND SIMILAR AGENCIES WHICH MAY OR/MAY NOT HAVE JURISDICTION OVER THIS PROJECT   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>ONE (1) CD</b> CONTAINING AN <b>ELECTRONIC VERSION OF THE SPECIAL USE APPROVAL APPLICATION</b> AS PER SECTION 03.43.02 OF THE ZONING ORDINANCE.  |

**NOTE: ALL DRAWINGS SHALL BE SEALED AND SIGNED BY A STATE OF MICHIGAN PROFESSIONAL ENGINEER, REGISTERED ARCHITECT, REGISTERED LANDSCAPE ARCHITECT, OR PROFESSIONAL COMMUNITY PLANNER**

*ALL COPIES SHALL BE FOLDED. PLEASE NOTE THAT THE ABOVE QUANTITIES ARE FOR THE INITIAL APPLICATION SUBMISSION.*

### NOTICE TO APPLICANT

BY STATE LAW, PUBLIC HEARING NOTICES REGARDING REQUESTS FOR SPECIAL USE APPROVAL WILL BE SENT TO THE OWNERS AND OCCUPANTS OF PROPERTIES WITHIN 300 FEET OF THE SITE INVOLVED IN THE REQUEST. OPINIONS OF ADJACENT PROPERTY OWNERS ARE TAKEN INTO CONSIDERATION BY THE PLANNING COMMISSION IN THE COURSE OF THEIR PUBLIC HEARING. APPLICANTS FOR SPECIAL USE APPROVAL SHOULD PROVIDE INFORMATION TO ADJACENT PROPERTY OWNERS REGARDING THEIR PROPOSALS, IN ADVANCE OF OR IN CONJUNCTION WITH THE FILING OF THE APPLICATION. THE PROVISION OF SUCH INFORMATION WILL OFTEN SERVE TO RESOLVE CONCERNS, AND ENABLE THE PUBLIC HEARING PROCESS TO PROCEED MORE EFFICIENTLY.

# SPECIAL USE APPROVAL APPLICATION PLANNING COMMISSION PACKET CHECKLIST

(as revised 05-19-10)

WHEN IT IS DETERMINED THAT THE APPLICATION IS COMPLETE AND MEETS THE MINIMUM REQUIREMENTS OF THE CITY OF TROY ZONING ORDINANCE, THE APPLICANT SHALL BE REQUESTED TO SUBMIT THE FOLLOWING INFORMATION AT LEAST 30 DAYS PRIOR TO THE PLANNING COMMISSION MEETING.

## REQUIRED PROVIDED

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>SIXTEEN (16)</b> FULL SETS OF PLANS - FOLDED AND STAPLED INTO INDIVIDUAL PACKETS INCLUDING:   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>CERTIFIED TOPOGRAPHIC SURVEY</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>PROPOSED SITE PLAN</b> INDICATING THE INTENDED USES OF THE SUBJECT PROPERTY AND CONTAINING THE INFORMATION, STATISTICS, AND DRAWINGS INDICATED IN THE TROY ZONING ORDINANCE |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>PRELIMINARY TREE PRESERVATION PLAN / TREE INVENTORY</b>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>APPROVED LANDSCAPE PLAN</b> PREPARED IN CONFORMANCE WITH THE CITY OF TROY'S LANDSCAPE DESIGN STANDARDS  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>PRELIMINARY FLOOR PLANS</b>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>PRELIMINARY ELEVATIONS</b> OF THE PROPOSED BUILDINGS.   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>PRELIMINARY GRADING PLAN</b> IN ACCORDANCE WITH THE CITY OF TROY ENGINEERING DESIGN STANDARDS   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>WETLANDS DETERMINATION MAP AND WETLAND REPORT.</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>ONE (1)</b> CD CONTAINING AN <b>ELECTRONIC VERSION OF THE PRELIMINARY SITE PLAN APPLICATION</b> AS PER SECTION 03.43.02 OF THE ZONING ORDINANCE.                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>SIXTEEN (16)</b> COPIES OF AN ENVIRONMENTAL IMPACT STATEMENT WHEN REQUIRED BY THE PROVISIONS OF ARTICLE VII OF THE TROY ZONING ORDINANCE                                    |

**NOTE:** ALL DRAWINGS SHALL BE SEALED AND SIGNED BY A STATE OF MICHIGAN PROFESSIONAL ENGINEER, REGISTERED ARCHITECT, REGISTERED LANDSCAPE ARCHITECT, OR PROFESSIONAL COMMUNITY PLANNER.

THE ESCROW FEE IS AN ADDITIONAL FEE ABOVE THE NON-REFUNDABLE APPLICATION FEE WHICH SHALL BE USED TO PAY PROFESSIONAL REVIEW EXPENSES OF OUTSIDE CONSULTANTS SUCH AS COMMUNITY PLANNERS, ENGINEERS, AND ANY OTHER PROFESSIONALS WHO SHALL REVIEW THE APPLICATION.