

**TOWNSHIP OF COLON, PLANNING COMMISSION****132 N. BLACKSTONE AVENUE****COLON, MICHIGAN 49040****Attention all Special Land Use Permit Applicants:**

The Colon Township Planning Commission recommends you review the existing Township Zoning Ordinance for special land uses allowed in the zoning district in which your property is located.

We also recommend you review Article XVI – Special Land Uses / Site Plan Review. This Article of the Zoning Ordinance identifies important information such as types of land uses requiring approval, applicant and application information, standards the Planning Commission must follow when reviewing Special Land Use Permit requests, hearing procedures, site plans and additional information.

Article XVI is included in your application packet.

**TOWNSHIP OF COLON, PLANNING COMMISSION**  
**132 N. BLACKSTONE AVENUE, COLON, MICHIGAN 49040**

**Special Land Use Permit Checklist for Residential & Commercial Properties**

The purpose of this checklist is to act as a guide in submitting site plans for review by the Colon Township Planning Commission, to be sure that all issues are addressed on the site plans under consideration.

**Please be thorough. Six (6) copies of the site plan are required.**

- \_\_\_\_\_ 1. Name & address of applicant, or any officers of a corporation or partnership
- \_\_\_\_\_ 2. Parcel I.D. Number from tax bill **and** attach a legal description of the property under review
- \_\_\_\_\_ 3. Area, in acres or square feet, of subject parcel of land
- \_\_\_\_\_ 4. General description of proposed development
- \_\_\_\_\_ 5. Site Plan (residential property); Requirements set forth in Article XVI, Section 16.1 (3) (B)  
 Site Plan (commercial property); Requirements set forth in Article XVI, Section 16.2 (3) (C)

**Other Suggestions**

- Other information; the applicant deems necessary; or Information requested by the Zoning Administrator or Planning Commission; Letters from adjoining or neighborhood property owners
- Location of Existing Roads, Streets, Driveways, Easements, Culverts, Sidewalks or Other Vehicle & Pedestrian Circulation **On and Adjacent** to the property
- Location of Well; Septic; Power lines, etc.
- Open Space Location; Landscaping; Topography Changes; Other Natural Features
- Location & type of Screening; Fencing
- Location and size of All Parking Spaces and any Required Wheel Stops
- Location of Service Drives; Delivery & Loading Areas
- Material & Product storage (inside or outside)
- Equipment storage (compressors, generators, etc.)
- Location & type of Exterior Disposal
- On-site Lighting
- Signs

TOWNSHIP OF COLON PLANNING COMMISSION  
132 N. Blackstone Avenue, Colon, MI 49040

APPLICATION FOR SPECIAL LAND USE PERMIT

The application Fee for a Special Land Use Permit, to be reviewed at a Planning Commission regularly scheduled meeting, a fee of \$300.00 will be charged.

If the Applicant requests a 'special meeting' of the Planning Commission, in lieu of the regularly scheduled meeting, for the purpose of reviewing this application, a fee of, not less than \$400.00 will be charged.

Payment of this fee must be made at the time the application is filed at the Township Clerk's Office.

Please type or print in ink all requested information. Any forms not readily legible, will not be processed. This application is to be submitted to the attention of the Township Zoning Administrator or the Township Clerk who will forward it to the chairperson of the Planning Commission for consideration. You will be notified by mail of the proposed date for a scheduled hearing.

Fee: \_\_\_\_\_

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

Applicants Name \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Mailing Address; Street or PO Box: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Parcel ID No. & Legal Description of Subject Property (plat & lot, measurements & boundaries) from tax bill: \_\_\_\_\_  
\_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Size and Location of Subject Property (acreage, dimensions, street & number, nearest landmark, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate any restrictions which encumber the property: (plat restrictions, easements, culverts, etc.) If none, state none. \_\_\_\_\_

State Present Use of Property: \_\_\_\_\_

Proposed type of business: \_\_\_\_\_

Applicant's Interest in the Property: (titleholder, owner, land contract purchaser, tenant, lessee, etc.) \_\_\_\_\_  
\_\_\_\_\_

If applicant's interest is other than title holder, does the title holder know of this application and consent to its submittal? Yes \_\_\_\_\_ No \_\_\_\_\_

Proposed Improvements on the Property, buildings or other structures & sizes (sq. ft.) \_\_\_\_\_  
\_\_\_\_\_

Anticipated number of employees, Non-Family: \_\_\_\_\_ Family: \_\_\_\_\_

Proposed Days & Hours of Operation: \_\_\_\_\_

Proposed parking size & location: \_\_\_\_\_

Proposed location for deliveries and shipments: \_\_\_\_\_

Proposed location for material & product storage (inside, outside): \_\_\_\_\_

Proposed equipment use & storage: \_\_\_\_\_

Type and size of proposed sign(s): \_\_\_\_\_

Proposed lighting (if applicable): \_\_\_\_\_

Proposed or existing screening: \_\_\_\_\_

Other: \_\_\_\_\_

All Titleholders must sign:  
Printed Name & Signature: \_\_\_\_\_  
Printed Name & Signature: \_\_\_\_\_  
Printed Name & Signature: \_\_\_\_\_

**A site plan MUST be submitted for review before a scheduled hearing date. Refer to Article XVI.**

Does a site plan accompany this application? Yes \_\_\_\_\_ No \_\_\_\_\_

**I hereby grant permission for members of the Colon Township Planning Commission, Township Board and/or Zoning Administrator to enter the above described property for the purpose of gathering information related to this application.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Dated Received: \_\_\_\_\_

Signature of Township representative receiving application & fee: \_\_\_\_\_

SAFEbuilt, INC.  
 107 S. CAPITAL AVE., P.O. BOX 190, ATHENS, MI 49011  
 OFFICE: 269-729-9244 FAX: 269-729-9254  
 INSPECTION SCHEDULING: 877-721-9266  
 EMAIL: [athensmi@safebuilt.com](mailto:athensmi@safebuilt.com)  
 WEBSITE: [www.cornerstonemi.net](http://www.cornerstonemi.net)  
 Authority: 1972 PA 230  
 Completion: Mandatory to obtain permit  
 Penalty: Permit cannot be issued

Permit # \_\_\_\_\_  
 Fee \$65.00 \_\_\_\_\_  
 Method of Payment \_\_\_\_\_  
 Receipt # \_\_\_\_\_

MAKE CHECK PAYABLE TO THE MUNICIPALITY IN WHICH YOUR PROJECT IS LOCATED

## ZONING PERMIT APPLICATION

A drawing (site plan shown from a "bird's eye" view) indicating property lines, location of all buildings presently on the property and location of the proposed new structure(s), must be submitted with this application. The site plan should also include measurements from your new project to property lines and distances between all buildings. An inspection will not be scheduled until the permit fee has been paid, a site plan has been submitted, proof of ownership of property has been provided, and the project has been marked in some way (in ground with stakes or on ground with painted markings). Please call our office at (269) 729-9244 to request your inspection, once all criteria is met. "Change of Use" applicants are exempt from providing a site plan as indicated and instead, will provide a statement of the proposed new use of the existing structure.

### I. Job Location

JOB Address		Name of Owner	
Name of City, Village or Township in which job is located: <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF:		County	
Owner Telephone			

### II. Applicant (Contractor/Property Owner Information)

<input type="checkbox"/> Contractor <input type="checkbox"/> Owner			
Address		City, State	Zip
Telephone	Work/Cell Phone	Fax	Email

### III. Type of Job (PLEASE MARK AS MANY AS ARE APPLICABLE)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> New                                  | <input type="checkbox"/> Single Family or Two Family Home <u>Circle One</u>                 | <input type="checkbox"/> Outbuilding (Barn/Shed/Carport) <u>Circle One</u> |
| <input type="checkbox"/> Addition                             | <input type="checkbox"/> Mobile Home or Prefab <u>Circle One</u>                            | <input type="checkbox"/> Garage (Attached/Detached) <u>Circle One</u>      |
| <input type="checkbox"/> Alteration/Remodel <u>Circle One</u> | <input type="checkbox"/> Fence - Indicate Type Here _____                                   | <input type="checkbox"/> Pool (Above/Below Ground) <u>Circle One</u>       |
| <input type="checkbox"/> Change of Use (Current Use _____)    | <input type="checkbox"/> Foundation Only  | <input type="checkbox"/> Commercial Building                               |
| <input type="checkbox"/> Other _____                          | <input type="checkbox"/> Deck/Porch <u>Circle One</u> (Attached/Detached) <u>Circle One</u> |  |

### IV. Project Dimensions

\_\_\_\_ Project Width      \_\_\_\_ Project Length      \_\_\_\_ Project Height (from grade to highest point)      \_\_\_\_ # of Floors      \_\_\_\_\_ Total Square Feet

### V. Zoning Questions (PLEASE CIRCLE YES OR NO)

Does this property have frontage on two roads?	YES	NO
Does this property have lake frontage?	YES	NO
Is there a dwelling presently on this property?	YES	NO
Is there an accessory building presently on this property?	YES	NO
Is the construction located within 500 ft of a lake, stream, or natural body of water?	YES	NO
Will the construction require the moving of one surface acre or more of land?	YES	NO
If construction is for an accessory building, will it contain animals?	YES	NO

**VI. Responsibilities of Applicant:** It is your responsibility to be aware of any deed restrictions, subdivision regulations, flood plain regulations, and wetland regulations. I have read, acknowledged, and will comply with all of the above and with the land use regulations, as determined by the zoning administrator, or will go to the proper board for a variance/special consideration and will provide in writing such approvals, if granted, to the zoning administrator.

APPLICANT SIGNATURE	DATE
Zoning Official's Signature	Date

**RETURNED CHECKS ARE SUBJECT TO FEES IN ACCORDANCE WITH THE APPROPRIATE MUNICIPALITY'S RETURNED CHECK POLICY  
 AN ADMINISTRATIVE FEE OF \$65.00 WILL BE RETAINED FOR CANCELED/TERMINATED PERMITS OR APPLICATIONS**

Colon Township  
132 N. Blackstone Avenue  
Colon, MI 49040

Application for Zoning Variance  
Zoning Board of Appeals

Application for Zoning Variance: \$300.00

Notice: If the applicant requests a special meeting of the Zoning Board of Appeals for purposes of reviewing this application, a fee of not less than \$350.00 will be charged in addition to the \$300.00 application fee. Payment of this fee must be made at the time the application is filed. Please type or print all requested information in ink. Any forms not readily legible will not be processed.

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

Applicant's Name: \_\_\_\_\_

Parcel I.D. Number: \_\_\_\_\_

Phone Number Home/Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Size & Location of subject property (acreage, dimensions, street, street # or nearest landmarks).

\_\_\_\_\_  
\_\_\_\_\_

Present improvements on the property (buildings or other structures). \_\_\_\_\_

\_\_\_\_\_

Applicant's interest in the property (title holder-owner, land contract purchaser, tenant, lessee, etc.) \_\_\_\_\_

Intended use of structure: \_\_\_\_\_

\_\_\_\_\_

Colon Township  
132 N. Blackstone Avenue  
Colon, MI 49040

Application for Zoning Variance  
Zoning Board of Appeals

Application for Zoning Variance: \$250.00

Notice: If the applicant requests a special meeting of the Zoning Board of Appeals for purposes of reviewing this application, a fee of not less than \$300.00 will be charged in addition to the \$250.00 application fee. Payment of this fee must be made at the time the application is filed. Please type or print all requested information in ink. Any forms not readily legible will not be processed.

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

Applicant's Name: \_\_\_\_\_

Parcel I.D. Number: \_\_\_\_\_

Phone Number Home/Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Size & Location of subject property (acreage, dimensions, street, street # or nearest landmarks).

Present improvements on the property (buildings or other structures). \_\_\_\_\_

Applicant's interest in the property (title holder-owner, land contract purchaser, tenant, lessee, etc.) \_\_\_\_\_

Intended use of structure: \_\_\_\_\_





Colon Township  
132 N. Blackstone Avenue  
Colon, MI 49040

Application for Zoning Variance  
Zoning Board of Appeals

It is with this request, that the following variances be granted:

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If approved, the necessary permits shall be secured and construction will begin within 3 months and be completed within 12 months of the date the Variance or Appeal was approved.

I hereby grant permission for members of the Colon Township (Zoning Board of Appeals) (Township Board) and/or Township Zoning Administrator to enter the above described property, for the purposes of gathering information related to this application.

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

Office use only:

Date received by Township Office: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

## Variance / Appeal Checklist for Residential & Commercial Properties

The purpose of this checklist is to act as a guide in submitting site plans for review by the Colon Township Zoning Board of Appeals, to be sure that all issues are addressed on the site plans under consideration. Please be thorough. **Six (6) copies of the site plan are required.**

- \_\_\_ 1. Name & address of applicant, or any officers of a corporation or partnership
- \_\_\_ 2. Parcel I.D. Number from tax bill **and** attach a legal description of the property under review
- \_\_\_ 3. Area, in acres or square feet, of subject parcel of land
- \_\_\_ 4. General description of proposed development

### **The Following Items Must be Included on the Site Plan**

- \_\_\_ 5. Site Plan Legend; Scale; North Arrow; Date; Name & Address of preparer of this site plan
- \_\_\_ 6. Lot Lines: Dimensions, Angles and Size to correlate with legal description of parcel
- \_\_\_ 7. Location and Size of **all** existing buildings on site, showing Height
- \_\_\_ 8. Location and Size of Proposed Building under consideration, showing Height and Finish Floor Grade
- \_\_\_ 9. Existing Roads, Streets, Driveways, Easements, Culverts, Sidewalks or Other Vehicle & Pedestrian Circulation **on and adjacent** to the property
- \_\_\_ 10. Well; Septic; Open Space Location; Landscaping; Screening; Fencing; Topography Changes; Other Natural Features

### **Other Suggestions**

- \_\_\_ 11. Other information the applicant deems necessary; or Information requested by the Zoning Administrator or Zoning Board of Appeals; Letters from adjoining or neighborhood property owners;

### **The following items apply to Commercial Property, and need not be submitted for Residential Property**

- \_\_\_ 12. Site Plan to approximate scale: 1 inch = 20 ft. up to three acres or 1 inch = 100 ft. over three acres
- \_\_\_ 13. Topography of Site, Not Less Than 4 foot contours
- \_\_\_ 14. Location and size of All Parking Spaces and any Required Wheel Stops; Service Drives; Delivery & Loading Areas
- \_\_\_ 15. On-site Lighting; Drive Accesses; Sidewalks; Signs
- \_\_\_ 16. Location of Exterior Disposal