

# Blair Township

ZONING DEPARTMENT

2121 Co. Rd. 633

Grawn, MI 49637

231.276.9263

Applications will NOT be accepted unless ALL information and fully completed application are submitted.

Please take note of meeting schedule. It is **highly** recommended that applicant submit plans prior to final submission date for the Zoning Administrator to review for compatibility with the Zoning Ordinance before printing multiple copies.

Submit ALL of the following:

1. Application with site plan checklist filled out
2. Detailed cover letter of intent stating your request and all pertinent information
3. Detailed site plan (refer to Article 21).

Submit: 4 copies

4. Blair Fire Department approval
5. GT County Health Department approval or Water/Sewer Application (included in packet)
6. GT County Soil Erosion approval
7. GT County Road Commission approval
8. Business Registration (included in packet)
9. All fees are non-refundable regardless of decision

-Administrative Review-\$100.00

Administrative Review Application  
Blair Township, Grand Traverse County

**APPLICATION FOR ADMINISTRATIVE REVIEW**

PARCEL CODE #28-02\_\_\_\_\_

FILE# AR\_\_\_\_\_

DATE \_\_\_\_\_

REVIEWED BY \_\_\_\_\_

APPROVAL\_\_\_\_\_

SITE ADDRESS/PARCEL ID:\_\_\_\_\_

APPLICANTS NAME:\_\_\_\_\_

ADDRESS:\_\_\_\_\_

PHONE:\_\_\_\_\_ CELL\_\_\_\_\_

OWNERS NAME:\_\_\_\_\_

ADDRESS:\_\_\_\_\_

PHONE:\_\_\_\_\_ CELL\_\_\_\_\_

A) PRESENT SITE ZONING\_\_\_\_\_

EXISTING USE:\_\_\_\_\_

PROPOSED USE:\_\_\_\_\_

SECTION OF ZONING ORDINANCE: \_\_\_\_\_

HOURS OF BUSINESS:\_\_\_\_\_

NUMBER OF SHIFTS:\_\_\_\_\_

NUMBER OF EMPLOYEES:\_\_\_\_\_

SINGLE OR MULTI BUSINESS:\_\_\_\_\_

ESTIMATED COMPLETION/OPENING DATE:\_\_\_\_\_

B) **EXISTING SITE CONDITIONS:**

EXISTING STREET ACCESS:\_\_\_\_\_

LOCATION OF EXISTING STRUCTURES ON SITE AND ADJACENT:

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

**C) YARD REQUIREMENTS:**

SETBACKS: PROPOSED

FRONT: \_\_\_\_\_

SIDE 1: \_\_\_\_\_

SIDE 2: \_\_\_\_\_

REAR: \_\_\_\_\_

**D) STRUCTURES :**

1.) PRINCIPAL BUILDING (S):

CONSTRUCTION TYPE: \_\_\_\_\_

GROSS FLOOR AREA (SQ FT): \_\_\_\_\_

2.) ACCESSORY BUILDING (S):

CONSTRUCTION TYPE: \_\_\_\_\_

GROSS FLOOR AREA: (SQ FT) \_\_\_\_\_

**E) LOCATION OF ALL UTILITIES:**

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

**F) SITE CIRCULATION-STREET ACCESS:**

DO PUBLIC STREETS RELATE TO ADJOINING PROPERTIES IE. FURTHER STREETS,  
OUTLOTS? YES \_\_\_\_\_ NO \_\_\_\_\_

PRIVATE INTERIOR DRIVES YES \_\_\_\_\_ NO \_\_\_\_\_

DO PRIVATE DRIVES RELATE TO ADJOINING PROPERTIES IE; SERVICE ROADS, ETC?  
YES \_\_\_\_\_ NO \_\_\_\_\_

NUMBER OR CURB CUTS TO PUBLIC STREETS \_\_\_\_\_

SPACING: \_\_\_\_\_

HAS ROAD COMMISSION APPROVED CUTS?

(PERMIT ATTACHED) YES \_\_\_\_\_ NO \_\_\_\_\_

HAS MDOT APPROVED CUTS?

(PERMIT ATTACHED) YES \_\_\_\_\_ NO \_\_\_\_\_

**G) LANDSCAPING (NON PARKING AREA);**

BUFFER STRIPS? YES \_\_\_\_\_ NO \_\_\_\_\_

DESCRIBE \_\_\_\_\_

BERMS? YES \_\_\_\_\_ NO \_\_\_\_\_

DESCRIBE \_\_\_\_\_

REFUSE DISPOSAL? YES \_\_\_\_\_ NO \_\_\_\_\_

DESCRIBE \_\_\_\_\_

IS ALL THE ABOVE MENTIONED DEPICTED IN DETAIL ON SITE PLAN?

YES \_\_\_\_\_ NO \_\_\_\_\_

**H) PARKING AND LOADING SPACES, PARKING AISLES, BARRIER FREE:**

**I) PROVISIONS FOR WATER AND/OR SEWER SERVICES:**

**J) LEGAL DESCRIPTION ATTACHED ?**

YES \_\_\_\_\_ NO \_\_\_\_\_

SURVEY ATTACHED ?

YES \_\_\_\_\_ NO \_\_\_\_\_

**L) STANDARDS FOR DETERMINATION:**

1. WILL THE PROPOSED USE BE DESIGNED, CONSTRUCTED, OPERATED, AND MAINTAINED SO AS TO BE HARMONIOUS AND APPROPRIATE IN APPEARANCE WITH THE EXISTING OR INTENDED CHARACTER OF THE GENERAL VICINITY?

YES \_\_\_\_\_ NO \_\_\_\_\_ EXPLAIN: \_\_\_\_\_

Administrative Review Application  
Blair Township, Grand Traverse County

2. WILL THE PROPOSED USE BE COMPATIBLE WITH ADJACENT USES OR LAND AND THE NATURAL ENVIRONMENT?

YES \_\_\_\_\_ NO \_\_\_\_\_ EXPLAIN \_\_\_\_\_

---

---

3. WILL THE PROPOSED USE BE DETRIMENTAL TO ANY PERSONS, PROPERTY, OR THE GENERAL WELFARE, BY FUMES, GLARE, ODORS OR CHEMICALS?

YES \_\_\_\_\_ NO \_\_\_\_\_ EXPLAIN \_\_\_\_\_

---

---

BY SIGNING, YOU WILL ALLOW A REPRESENTATIVE OF THE TOWNSHIP TO DO ONSITE INSPECTIONS DURING TOWNSHIP BUSINESS HOURS FOR THE PURPOSE OF "COMPLIANCE OF YOUR REQUEST" IF A PERMIT IS ISSUED.

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

OWNERS SIGNATURE \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

**\*PLEASE ATTACH ANY OTHER PERTINENT INFORMATION.\***

# SITE PLAN REVIEW CHECKLIST

Project \_\_\_\_\_

Case# \_\_\_\_\_

Parcel # \_\_\_\_\_

## Section 21.02 Required Data

A site plan shall consist of an overall plan for the entire development. Sheet size shall be at least twenty-four (24) by thirty-six (36) inches with the plan drawn to a scale of not less than one (1) inch equals fifty (50) feet for property under three (3) acres, and at least one (1) inch equals one hundred (100) feet for properties (3) acres or more. Twelve (12) complete sets shall be submitted for Planning Commission review. Two (2) complete sets and one (1) 11 X 17 sized set is required for Administrative review.

- |            |           | 1. Site plans shall contain the following information: |  |
|------------|-----------|--|--|
| <u>Yes</u> | <u>No</u> |  |  |
| ___        | ___       | a.   | The name and firm address of the professional land surveying civil engineering or architectural firm(s) or person(s) in the case of building re-occupancy, responsible for the preparation of the site plan.   |
| ___        | ___       | b.   | The name and address of the petitioner and property owner, if different.   |
| ___        | ___       | c.   | Date of preparation, revision dates, north arrow, and scale.   |
| ___        | ___       | d.   | Location of the development drawn at a scale of one (1) inch equal two thousand (2,000) feet with north point indicated. This location map shall depict the proposed development site, as well as all section lines and number, major roadways, and other significant area features. |
| ___        | ___       | e.   | All lot and/or property lines, lot and easement dimensions, and a legal description of the lot. Required yard setbacks shall also be depicted and dimensioned on the plan.   |
| ___        | ___       | f.   | The location and height of all existing and proposed structures on and within one hundred (100) feet of the subject property and the names of all abutting properties within one hundred (100) feet of the subject property.   |
| ___        | ___       | g.   | The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, trash receptacles, parking areas (including dimensions of a typical parking space), unloading areas, and natural features.                                      |
| ___        | ___       | h.   | The location, pavement type, and right-of-way width of all abutting roads, roads, or alleys.   |

Administrative Review Application  
Blair Township, Grand Traverse County

Yes No

- |     |     |    |  |
|-----|-----|----|--|
| ___ | ___ | 1. | The location and dimensions of all greenbelts, berms, fences, and and/or walls.  |
| ___ | ___ | j. | Size and location of existing and proposed utilities including proposed connections to public sewer or water supply systems, and location of all fire hydrants.  |
| ___ | ___ | k. | Size and location of all surface drainage facilities.  |
| ___ | ___ | l. | Proposed building elevations and floor plan.   |
| ___ | ___ | m. | For multiple-family development site plans, there shall be shown typical elevation views of the front and side of each type of building proposed, as well as typical dimensioned floor plans for each type of dwelling unit.   |
| ___ | ___ | n. | Site data chart comparing the existing and proposed improvements with the schedule of regulations for the appropriate zoning district, as well as parking and landscape requirement calculations.  |
| ___ | ___ | o. | A summary schedule should be affixed, if applicable, which gives the following data:<br><br>1) The number of dwelling units proposed, including the number, size, and location of one-bedroom units, two-bedroom units, mobile home sites, etc.<br><br>2) The residential area of the site in acres and in square feet, including the breakdowns for any subareas or staging areas (excluding all existing rights-of-way). |
| ___ | ___ | p. | Location and function of both developed and undeveloped open spaces, as well as the layout of facilities to be included on developed open spaces.  |
| ___ | ___ | q. | Depiction of major wooded areas and description of how they will be preserved.   |
| ___ | ___ | r. | Site grading plans.  |
| ___ | ___ | s. | Landscaping plans.   |
| ___ | ___ | t. | Description of the areas to be preserved in a natural state.   |
| ___ | ___ | u. | Existing and proposed contour shall be shown on all site plans (two (2) foot interval minimum) as may be required by the Township Engineer or Zoning Administrator.  |



Administrative Review Application  
Blair Township, Grand Traverse County

Yes No

- \_\_\_ \_\_\_ v. Additional Required Information: The following information shall be submitted if requested by the Zoning Administrator:
- 1) A landscape plan identifying trees twelve (12) inches or larger in caliper.
  - 2) A description of all exterior building materials.
  - 3) Population profile for the development.
  - 4) Proposed financing.
  - 5) Traffic Impact Study.
  - 6) Market and Economic Feasibility Study.
  - 7) Other information pertinent to the development or use.

The requirements of this section are basic to all uses that require site plan approval. In addition, all site plans must demonstrate conformance with the applicable development requirements contained elsewhere in this Ordinance, such as off-road parking, loading, landscaping, unless specific requirement of this Zoning Ordinance is waived or modified by the decision making body as provided in this Ordinance.

**Section 16.05 Greenbelt Buffers, Screening, Landscaping**

- \_\_\_ \_\_\_ Right of Way Buffer (1 tree for every 30 feet of right of way frontage)
- \_\_\_ \_\_\_ Screening between land uses
- \_\_\_ \_\_\_ General site landscaping (1 tree for every 3,000 sq ft of site area)
- \_\_\_ \_\_\_ Parking Lot landscaping

**Trash Screening**

- \_\_\_ \_\_\_ 6 foot high walls
- \_\_\_ \_\_\_ Approved material

**Section 19.12 Off –Road Loading and Unloading Requirements**

- \_\_\_ \_\_\_ 10' x 50' with 14' clearance

Administrative Review Application  
Blair Township, Grand Traverse County

Yes No

**Parking**

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

# of space per Section 19.09

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

Appropriate # of barrier free spaces

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

Correct width, length and maneuvering lane (section 19.11)

Permit # \_\_\_\_\_

**WATER/SEWER PERMIT FOR RE-OCCUPANCY**

Date \_\_\_\_\_

Property # 28-02- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

Service Address \_\_\_\_\_

Owners Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(If Different)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

TYPE/USE OF BUSINESS \_\_\_\_\_

**OFFICE USE ONLY**

*USE THIS AREA TO CALC. TRUNKAGE & FOOTAGE*

**WATER**

**SEWER**

Current REU Rate \_\_\_\_\_

Current REU Rate \_\_\_\_\_

Addtl REU \_\_\_\_\_

Addtl REU \_\_\_\_\_

Benefit Fee \_\_\_\_\_

Benefit Fee \_\_\_\_\_

**Total Due** \_\_\_\_\_

Administrative Review Application  
Blair Township, Grand Traverse County

**\*\*\* DOES PROPERTY HAVE EXISTING WELL ? \*\*\***

\_\_\_\_\_ **YES**

\_\_\_\_\_ **NO**

IF YES, WILL IT BE RETAINED FOR IRRIGATION? \_\_\_\_\_

**\*IF YES, WE WILL NEED HEALTH DEPT APPROVAL –( # 995-6051 DAN THORELL ) TO ENSURE WELL IS UP TO CURRENT CODES. ALSO, WILL NEED A TOWNSHIP IRRIGATION PERMIT @ \$200.00 FEE IN ADDITION TO AN ANNUAL INSPECTION OF THE IRRIGATION WELL @ \$75.00.**

**\*IF NO, WELL SHALL BE PROPERLY PLUGGED BY AN AUTHORIZED WELL COMPANY AND PAPERWORK TO BE SUBMITTED TO THE TOWNSHIP AND HEALTH DEPARTMENT WITHIN 30 DAYS OF OCCUPANCY.**

Applicant's Affidavit: I/we hereby certify that the above information is true and correct.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name printed \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name Printed \_\_\_\_\_

By issuance of this Permit, I certify that all fees due the Township have been paid in full

Issued By \_\_\_\_\_ Date \_\_\_\_\_

LISA GUERRIERI  
WATER DEPARTMENT  
231-276-9263 XT#113

[WATER@BLAIRTOWNSHIP.ORG](mailto:WATER@BLAIRTOWNSHIP.ORG)

FAX 231-276-5111

BLAIR TOWNSHIP  
2121 CO RD 633  
GRAWN MI 49637

# Blair Township

ZONING DEPARTMENT

2121 Co. Rd. 633 • Grawn, MI 49637 • 231.276.9263 • zoning@blairtownship.org

---

## Business Registration

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

Legal Business Name: \_\_\_\_\_

Property #: 28-02- \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

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

Contact Person(s)/Manager:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Comments/Miscellaneous Information:

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

Administrative Review Application  
Blair Township, Grand Traverse County



## **BLAIR TOWNSHIP EMERGENCY SERVICES**

2121 County Rd. 633, Grawn, MI 49637-9762

EMS (231) 276-9354 [ems@blairtownship.org](mailto:ems@blairtownship.org)

FIRE (231) 276-6341 [fire@blairtownship.org](mailto:fire@blairtownship.org)

Fax (231) 276-6686 [www.blairtownship.org](http://www.blairtownship.org)

## **APPLICATION FOR SITE PLAN REVIEW**

\*FIREWORKS SALES OR DISPLAY REQUIRES ADDITIONAL PERMITS, CALL  
231-276-9263 Ext. 105 FOR DETAILS

DATE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

APPLICANT PHONE NUMBERS: (BUSINESS) \_\_\_\_\_

(CELL) \_\_\_\_\_ (FAX) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

### **SITE INFORMATION**

SPECIFIC USE OF BUILDING: \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_

DATE (S) OF EVENT: \_\_\_\_\_

FOOD OR VENDOR SALES:  YES  NO

MUNICIPAL WATER AVAILABLE :  YES  NO

BUSINESS OR PROJECT NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

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

## **BLAIR TOWNSHIP EMERGENCY SERVICES**

2121 County Rd. 633, Grawn, MI 49637-9762

EMS (231) 276-9354 [ems@blairtownship.org](mailto:ems@blairtownship.org)

FIRE (231) 276-6341 [fire@blairtownship.org](mailto:fire@blairtownship.org)

Fax (231) 276-6686 [www.blairtownship.org](http://www.blairtownship.org)