



Frenchtown Charter Township
Planning Commission
2744 Vivian Road
Monroe, MI 48162
734-242-5900

SPECIAL USE APPLICATION

Applicant must provide **13 copies** of the site plan, **13 copies** of the application, fees, escrow deposit, and all relative documents at least **5 weeks** prior to the next regularly scheduled meeting of the Planning Commission.

Refer to the document titled “Site Plan Submission Requirements” which contains detailed information related to the Site Plan and Development Review Process and the minimum information required for site plan submittals.

A public hearing will be required in which all owners of property within 300 feet of the proposed development will be notified and will be allowed to speak to the Planning Commission.

DATE _____	PROJECT ADDRESS _____
PROJECT PARCEL ID _____	

APPLICANT INFORMATION

Name:		
Address:		
City:	State:	Zip:
Phone:	Cell:	
Email:		

PROPERTY OWNER INFORMATION

Name:		
Address:		
City:	State:	Zip:
Phone:	Cell:	
Email:		

PROPERTY DESCRIPTION	
Zoning Classification:	
Lot Size:	
Description of Proposed Project:	
Present Use:	Proposed Use:

Are you represented by an Architect or Engineer? Yes _____ No _____

Name of Architect / Engineer _____

Address _____

Telephone # (____) _____ Fax (____) _____

Are you represented by an Attorney? Yes _____ No _____

Name of Attorney _____

Address _____

Telephone # (____) _____ Fax (____) _____

Will your attorney be present at the Planning Commission Meeting? Yes _____ No _____

ATTACH THE FOLLOWING:

1. **13** hard copies of the site plan, sealed by a registered architect, engineer, or landscape architect. Please also provide an electronic copy via email to Frenchtownplanning@Frenchtownmi.gov
2. A brief written description of the existing and proposed uses, including but not limited to: hours of operation, number of employees on largest shift, number of company vehicles, etc.
3. If necessary, review comments of approval received from county, state, or federal agencies that have jurisdiction over the project.
4. One check to establish an escrow account with a beginning balance of **\$1,400** - \$400 for the Township Engineer and \$1,000 for the Township Planner. Any money left over at the end of the process will be refunded to the applicant.
5. One check in the amount of **\$50** - for the Planning Commission.
6. One electronic or paper copy submitted to **Fire Savvy Consultants, 701 Woodward Heights, Suite 106, Ferndale, Michigan 48220**, for review. Applicant is responsible for fees paid to Fire Savvy Consultants directly.

SITE PLAN SUBMITTAL CERTIFICATIONS

I certify that I have reviewed the Site Plan submittal documents and have compared it to the Site Plan Approval Criteria in Section 27.08 of the Zoning Ordinance of Charter Township of Frenchtown.

I further understand that all plans and correspondence for review have been submitted to the agencies listed below:

Monroe County Health Department Environmental Health Division 29 Washington Street Monroe, MI 48161	Monroe County Drain Commission Attn: Doug Link 1005 S. Raisinville Road Monroe, MI 48161	City of Monroe Attn: Barry Laroy 120 E. First Street Monroe, MI 48161
Michigan Department of Transportation 10321 E. Grand River Ave. Suite 500 Brighton, MI 48116	Monroe County Road Commission 840 S. Telegraph Road Monroe, MI 48161	Fire Savvy Consultants 701 Woodward Heights Suite 106 Ferndale, MI 48220

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the site plan application may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny

approval of a site plan application or to revoke any permits granted subsequent to site plan approval.

APPLICANT’S ENDORSEMENT

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the Township and its employees or agents shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this application.

Signature of Applicant

Date

Signature of Property Owner

Date

Updated 12.21.23