

# **VILLAGE OF HOLLY**

202 S. Saginaw St. Holly MI 48442  
248-634-9571 Fax 248-634-4211

## **ZONING COMPLIANCE SPECIAL USE PERMIT APPLICATION**

This permit is required for all uses listed under special land use for that zoning district in **existing buildings or structures**. If a new building or structure is proposed to be constructed for a special land use then please fill out a site plan review application. This application as well as all required supporting documentation must be turned in no later than **30 days** prior to the next scheduled meeting of the Planning Commission.

**► The fee for a Special Use Permit is \$325.00 ◀**

Please make checks payable to the Village of Holly

Name of Proposed Business: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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### **PROPERTY INFORMATION**

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

Property Zoned: \_\_\_\_\_ Parcel ID#: \_\_\_\_\_

Future Land Use Plan from Master Plan Zoned: \_\_\_\_\_

Special Use Category Being Requested: \_\_\_\_\_

Size of Property: \_\_\_\_\_ ft. by \_\_\_\_\_ ft.

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### **APPLICANT/OWNER INFORMATION**

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Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**► CONTINUED ON BACK ◀**

ZONING COMPLIANCE SPECIAL USE PERMIT APPLICATION CONTINUED

Legal Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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**PLEASE SUBMIT ALONG WITH THIS APPLICATION 12 COPIES OF A SITE PLAN WITH THE FOLLOWING INFORMATION**

- A plot plan showing the full dimensions of the lot and all buildings on the property, pictures of the building also help if you have them (minimum of a mortgage survey no more than one year old)
- A floor plan showing what all rooms will be used for, for each floor of the structure
- Any proposed or existing signs to be used for this business
- The applicants name, address, and phone number
- The address and legal description of the property
- A signed statement that the applicant is the owner of the property or officially acting on the owner's behalf
- The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land), and the signature of the owner(s).
- Proposed Business Name
- Property description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, and other pertinent information
- Number of parking spaces including required amount of handicap parking

• Any proposed sign will need a permit.

- A change of use or occupancy of a building may require the building being brought up to current codes. A more detailed site plan will be required for a code compliance review if a change of use or occupancy does occur.

Please check with the building department for information regarding these issues and how they may pertain to your property.

**I hereby certify, as the undersigned, that the above statements and attached documentation are true and correct to the best of my knowledge.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required)

Legal Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required)