

**CITY OF GAYLORD
SPECIAL USE PERMIT APPLICATION**

305 E MAIN ST
GAYLORD, MI 49735
TELEPHONE: (989) 732-4060 FAX: (989) 732-8266

THE CITY OF GAYLORD STRONGLY ENCOURAGES THE USE OF THE SWISS ALPINE MOTIF IN THE CONSTRUCTION AND/OR RENOVATION OF ALL COMMERCIAL BUILDINGS IN THE CITY OF GAYLORD TO MAINTAIN, ENHANCE AND PROMOTE, "GAYLORD, THE ALPINE VILLAGE."

1. GENERAL INFORMATION:

Property Owner: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Contractor or Agent: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

2. PROPERTY DESCRIPTION:

Tax ID Number: _____

Property Address: _____

Nearest Cross-Streets: _____

Zoning District: _____

3. PROPOSED USE AND/OR TYPE OF CONSTRUCTION:

a. Type of Construction:

- _____ **Non-Residential Structure – Describe** _____
- _____ **Addition**
- _____ **Other – Describe – Canopy over handicap ramp**
- _____ **Use Change of Existing Structure**

SPECIAL USE PERMIT APPLICATION – Proposed Use And/Or Type of Construction

b. Proposed Use: _____

4. PROPOSED SPECIFICATIONS:

a. Setbacks: _____ Front _____ Rear
_____ Side _____ Side

b. Property Dimensions: _____

c. Exterior Dimensions of Proposed Structure: _____

d. Height of Proposed Structure: _____

e. Square Footage of Proposed Structure: _____

f. If Addition, Square Footage of Existing Structure: _____

g. Proposed Parking Spaces: _____

h. Parking Spaces Required Per Ordinance: _____

i. Ordinance requires that all driveways, drive approaches, means of ingress and egress to and from parking areas, vehicle storage areas and service drives be either asphalt or concrete for all developments except Single and Two-Family Dwelling properties. Certain exceptions are permitted for those areas behind the front face of a structure for those properties located in the M-1 District. All drive approaches in the road right-of-way of any district, for any use must be either asphalt or concrete. A separate Drive Permit is required.

Does the Proposed Development Comply with the Above Requirements? yes

5. SITE PLAN:

Attach a scaled drawing using a common engineering or architect scale for all non-residential structures, which can be verified, in the field by the Zoning Administrator. Please include the following:

- _____ Lot or Parcel Dimensions, Scale, North Arrow, etc.
- _____ Existing Building & Dimensions, Including Eaves and Dimensions
- _____ Proposed Building & Dimensions, Including Eaves
- _____ Front, Side and Rear Yard Setbacks
- _____ Name of Street, Easements or Dedicated Right-of-Way
- _____ Storm Water Retention or On-Site Drainage Detail
- _____ Building Elevation
- _____ Detailed Parking, Service Drives and Approaches, Including Surface Materials
- _____ Air Quality, Waste, Safety, and Security Plan

6. CERTIFICATION:

I hereby agree to comply with the provisions of the Zoning Ordinance of the City of Gaylord for the installation, construction, alteration, addition, demolition or use described herein, and, if not the property owner, I hereby certify that the proposed work is authorized by the property owner and I have been authorized by apply for zoning approval as his/her selected agent.

Signature

Date

**CITY OF GAYLORD
SPECIAL USE PERMIT**

**305 E MAIN ST
GAYLORD, MI 49735
TELEPHONE: (989) 732-4060 FAX: (989) 732-8266**

(NAME OF APPLICANT)

(ADDRESS & TELEPHONE NO. OF APPLICANT)

(ADDRESS OF CONSTRUCTION SITE OR USE)

THIS APPLICATION IS IN COMPLIANCE WITH THE CITY OF GAYLORD ZONING ORDINANCE AND THE APPLICANT IS ELIGIBLE TO APPLY FOR A BUILDING PERMIT FROM THE OTSEGO COUNTY BUILDING DEPARTMENT.

.....

APPROVAL IS GRANTED FOR THE FOLLOWING:

CONDITIONS ATTACHED:

APPROVED BY & TITLE

DATE

ZONING DISTRICT

SPECIAL USE PERMIT #