

**City of Gaylord**

305 East Main Street, Gaylord, MI 49735

Phone: (989) 732-4060 Fax: (989) 732-8266

**SPECIAL USE PERMIT APPLICATION**

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

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

Business Name (If Applicable): \_\_\_\_\_

Contractor/Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**2. PROPERTY DESCRIPTION:**

Tax ID Number: \_\_\_\_\_

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

Nearest Cross-Street(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_

**3. PROPOSED USE AND/OR TYPE OF CONSTRUCTION**

A. Proposed Use: \_\_\_\_\_

\_\_\_\_\_

B. Type of Construction:

Non-Residential Structure – Describe: \_\_\_\_\_

Addition

Canopy over handicap ramp

Other – Describe: \_\_\_\_\_

Use Change of Existing Structure

**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  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

**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. 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 to apply for zoning approval as his/her selection agent.

Application Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**7. APPROVAL**

This application is in compliance with the City of Gaylord Zoning Ordinance and the application is eligible to apply for a building permit from the Otsego County Building Department.

**Approval is granted for the following:**

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

**Conditions attached:**

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

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Special Use Permit Number: \_\_\_\_\_

Zoning Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_