

**LARKIN TOWNSHIP**  
3027 N. Jefferson Road  
Midland, MI 48642  
(989) 835-6399

*Monday, Wednesday, Friday*  
*8:00 am. – 1:00 pm*

**CHARTER TOWNSHIP OF LARKIN**  
**Application for Special Use Permit**

**Applicant's Name:** \_\_\_\_\_

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

**Owner's Name:** \_\_\_\_\_

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

Legal Description of Property: \_\_\_\_\_

Property Tax Code: \_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_

Purpose for Request: \_\_\_\_\_

The applicant shall provide a copy of the Site Plan to the Midland County Road Commission  
(2334 N. Meridian Road Sanford, MI 48657 – Phone: 687-9060) for its review  
at least seven (7) business days prior to approval of this application.

***A copy of the Site Plan was provided to Midland County Road Commission on***

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signed)*

Are you legal owner of property? Yes \_\_\_\_\_

If **no**, state legal owner's name and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Petitioner's Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Legal Owner's Signature)*

**ACTION TAKEN BY THE PLANNING COMMISSION:**

1. Date of Public Hearing: \_\_\_\_\_

2. Findings and Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature of Secretary)*

# CHARTER TOWNSHIP OF LARKIN

## Special Use Review Checklist

**IMPORTANT:** A Site Plan *will not be accepted nor scheduled* for a Planning Commission meeting if it does not have all of the following information:

### **Preliminary Site Plan Checklist**

1. \_\_\_\_\_ Name and Address
2. \_\_\_\_\_ Date (*Revision Dates*)
3. \_\_\_\_\_ North Arrow
4. \_\_\_\_\_ Location Map (*Show One Square Mile*)
5. \_\_\_\_\_ Scale (*Must Use Engineers Scale, Minimum 1" = 20' up to 1" = 60'*)
6. \_\_\_\_\_ Zoning (*Subject Lot and Adjoining Properties In All Directions*)
7. \_\_\_\_\_ Lot Dimensions (*Indicate All*)
8. \_\_\_\_\_ Building Dimensions
9. \_\_\_\_\_ Square Footage of Building(s)
10. \_\_\_\_\_ Building Use/Uses (*Indicate Layout of Uses If More than One*)
11. \_\_\_\_\_ Public Roadways (*Include Curb, Lanes, Shoulder, Width, Thru Lanes, etc.*)
12. \_\_\_\_\_ Access Drives (*Width, Traffic Directions, Curb, Signs, Etc.*)
13. \_\_\_\_\_ Barrier Free Parking (*Size and Number of Spaces*)
14. \_\_\_\_\_ Loading Docks(s)
15. \_\_\_\_\_ Road Right of way (*Existing and Proposed*)
16. \_\_\_\_\_ Utility of Pubic Easement of Any Kind
17. \_\_\_\_\_ Setback Dimensions Front, Rear, Sides For All Buildings
18. \_\_\_\_\_ Parking Lot Layout (*Driveway Widths, Setbacks, Green Areas, Lines, Arrows, etc.*)
19. \_\_\_\_\_ Curbing
20. \_\_\_\_\_ Number of Parking Spaces
21. \_\_\_\_\_ Parking Space Dimensions
22. \_\_\_\_\_ Circulation Drive Dimensions
23. \_\_\_\_\_ Curb Cut Dimensions
24. \_\_\_\_\_ Return Radii of Driveways
25. \_\_\_\_\_ Sign Location(s)
26. \_\_\_\_\_ Buffer Yards (*State Type Proposed and Detail All Landscaping Proposed*)
27. \_\_\_\_\_ Fences (*Size and Location*)
28. \_\_\_\_\_ Accessory Structures
29. \_\_\_\_\_ Dumpster Location and Screening
30. \_\_\_\_\_ Bumper Blocks or Other Vehicular Restricting Devices
31. \_\_\_\_\_ Sidewalks (*Size, Type and Location*)
32. \_\_\_\_\_ Building Elevation Drawings Including All Four Sides of Building
33. \_\_\_\_\_ Delineate Phases of Development and Boundaries of Phases
34. \_\_\_\_\_ Neighboring Structures On All Adjacent Lots Including Distance from Joint Property Lines
35. \_\_\_\_\_ Neighboring Land Uses/Proposed Uses
36. \_\_\_\_\_ Location and Size of Adjacent Curb Cuts and Curb Cuts Across the Street
37. \_\_\_\_\_ Existing Trees (*Type and Size*)
38. \_\_\_\_\_ Wetlands (*Calculations of All Areas Proposed and Existing*)
39. \_\_\_\_\_ Floodplain
40. \_\_\_\_\_ Fire Hydrants (*Existing and Proposed*)

41. \_\_\_\_\_ Tittabawassee Road Access Corridor Regulations (*If Applicable*)
42. \_\_\_\_\_ Proposed Water Mains
43. \_\_\_\_\_ Proposed Septic Systems and Sanitary Sewer

### **Additional Requirements for Condominium Projects**

1. \_\_\_\_\_ Limited/General Commons, etc.
2. \_\_\_\_\_ Density/Acre
3. \_\_\_\_\_ Units (*Size and Location*)

### **Final Site Plan Checklist**

1. \_\_\_\_\_ Drainage Plan Submitted to and Approved by Township
2. \_\_\_\_\_ Invent Elevations
3. \_\_\_\_\_ Proposed Finished Grades (*Indicate all Berms*)
4. \_\_\_\_\_ Existing Ground Elevation at Fifty (50') Feet Centers On and Within Fifty (50') Feet of Site
5. \_\_\_\_\_ Landscaping (*Type and Size of All Proposed Trees and Shrubs*)
6. \_\_\_\_\_ First Floor Finished Elevation
7. \_\_\_\_\_ Drainage Ditches
8. \_\_\_\_\_ Easements (*Indicate Existing and Proposed*)
9. \_\_\_\_\_ Lot Split/Combination Details Copy Liber and Page "Recorded Deed"
10. \_\_\_\_\_ Copy of Survey to Verify Property Lines and Any Existing Structures
11. \_\_\_\_\_ Sanitary Sewer (*Size, Lead, Connection*)
12. \_\_\_\_\_ Manholes
13. \_\_\_\_\_ Water Mains (*Size and Connections*) (*Proposed and Existing*)
14. \_\_\_\_\_ Storm Sewer
15. \_\_\_\_\_ Master Deed (*Condominium Projects*)

**TO BE COMPLETED BY LARKIN TOWNSHIP**

A1. Site Plan

a. Filed with Township: \_\_\_\_\_  
*Date*

Received By: \_\_\_\_\_ Paid: \_\_\_\_\_

Received by Zoning Administrator: \_\_\_\_\_  
*Date*

b. Submitted to Planning Commission: \_\_\_\_\_  
*Date*

c. Dates of Letters of Recommendation by Township and/or Consultants, the Zoning Administrator, DPW and Fire Department:

\_\_\_\_\_ *By: Township and/or Consultants* \_\_\_\_\_ *Date*

\_\_\_\_\_ *By: Zoning Administrator* \_\_\_\_\_ *Date*

\_\_\_\_\_ *By: Fire Department* \_\_\_\_\_ *Date*

\_\_\_\_\_ *By: Department of Public Works* \_\_\_\_\_ *Date*

d. Action of Planning Commission:

1. Approval: \_\_\_\_\_  
*By: Secretary* \_\_\_\_\_ *Date*

2. Disapproval: \_\_\_\_\_  
*By: Secretary* \_\_\_\_\_ *Date*

\_\_\_\_\_ *(Reason for Disapproval Attached Hereto)*

3. Conditional Approval: \_\_\_\_\_  
*By: Secretary* \_\_\_\_\_ *Date*

\_\_\_\_\_ *(Reason for Disapproval Attached Hereto)*

a. Revised Site Plan Submitted: \_\_\_\_\_  
*Date*

b. All conditions have been met and the Revised Site Plan is in accordance with the conditions for approval attached hereto: Revised Site Plan approved:

\_\_\_\_\_ *By: Township Clerk* \_\_\_\_\_ *Date*

**NOTE: This processing form, together with all correspondence is to be attached to the "Official Copy" of the Site Plan, forming a permanent record.**