



OFFICE USE ONLY
Filing fee: \$1,050.00
Case #: SUP-_____
SPR-_____
Submission Date: _____
Meeting Date: _____

**SPECIAL USE PERMIT & SITE PLAN REVIEW APPLICATION –  
Group Day Care Home**

City of Mt. Pleasant – Planning and Community Development  
320 W. Broadway Street, Mt. Pleasant, MI 48858  
(989) 779-5347 • [planning@mt-pleasant.org](mailto:planning@mt-pleasant.org) • [www.mt-pleasant.org/planning](http://www.mt-pleasant.org/planning)

**PRE-APPLICATION CONFERENCE**

A pre-application meeting with City staff is **required** prior to submitting an application. Staff can assist with preliminary feedback, review project timelines, and explain zoning requirements. Please call (989) 779-5347 to schedule an appointment.

**COMPLETE APPLICATION REQUIRED**

The application will not be scheduled for review by the Planning Commission until it has been verified that all required information has been provided with the application. **Incomplete applications may be returned.** Please carefully review the checklist on the bottom of page 3 of this application to see those items that must be included with a complete application.

**QUESTIONS**

If you have any questions, please **contact Jacob Kain at the Planning & Community Development Department at (989) 779-5346 or [jkain@mt-pleasant.org](mailto:jkain@mt-pleasant.org).**

Special Use Permit and Special Regulated Use Permit standards and procedures can be found in Section 154.615 of the City’s Zoning Ordinance. Site Plan Review standards and procedures can be found in Section 154.613 of the City’s Zoning Ordinance. The Zoning Ordinance and additional information about the City’s planning process can be reviewed in the Planning section of the City’s website at [www.mt-pleasant.org/planning](http://www.mt-pleasant.org/planning).

**OTHER REVIEWS**

In addition to Planning Commission approval, projects involving Special Use Permits and Special Regulated Use Permits may also require approval by the **City’s Division of Public Works (DPW)** and the **Division of Public Safety (DPS)** before a Building Permit will be issued.

Applicants are encouraged to include as much of the DPW and DPS information on the site plan that will be reviewed by the Planning Commission as possible. This will help City staff to coordinate reviews between departments, helping to reduce unexpected delays for your project.

For questions about DPW requirements, contact Stacie Tewari at (989) 779-5404 or [stewari@mt-pleasant.org](mailto:stewari@mt-pleasant.org); questions about DPS requirements can be directed to Lt. Randy Keeler at (989) 779-5122 or [rkeeler@mt-pleasant.org](mailto:rkeeler@mt-pleasant.org).

Please type or print clearly:

<b>I. APPLICANT INFORMATION</b>			
Applicant:			
Address:	City:	State:	Zip:
Interest in property (owner, tenant, option, etc.):			
Contact Person:			
Telephone Number:	Fax Number:	E-mail Address:	

<b>II. PROPERTY INFORMATION</b>			
Property Address:	Zoning District:		
Legal Description (available from deed, City Assessor's Office, or City website – can be provided on separate sheet):			
Owner Name (if different than applicant):			
Address:	City:	State:	Zip:
Telephone Number:	Fax Number:	E-mail Address:	

<b>III. ARCHITECT, ENGINEER, OR SURVEYOR INFORMATION (if applicable)</b>			
Name:	Company:		
Address:	City:	State:	Zip:
Telephone Number:	Fax Number:	E-mail Address:	

<b>IV. APPLICANT CERTIFICATION</b>	
By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the undersigned represents that he/she is authorized and does hereby grant a right of entry to City officials for the purpose of gathering information related to this application, and to verify compliance with the terms and conditions of this approval.	
Signature: _____	Date: _____

<b>V. OWNER AUTHORIZATION</b>	
If the applicant is anyone other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. (Authorization may be submitted via a separate signed letter)	
Signature: _____	Date: _____

**VI. PROJECT DESCRIPTION**

How many children is the home proposed to be licensed to care for? \_\_\_\_\_

What are the proposed hours that the day care will provide supervision to children each day? \_\_\_\_\_

What days of the week will the day care provide supervision? \_\_\_\_\_

Will any persons living outside of the home be employed in the day care?  Yes  No

Total number of employees \_\_\_\_\_ Employed full or part time? \_\_\_\_\_

**Proximity to Other State Licensed Facilities:**

Will the proposed day care be within 300 feet (measured property line to property line) from any of the following:

- Another licensed group day care home?  Yes  No
- A foster family group home?  Yes  No
- A licensed child care center?  Yes  No
- A licensed adult foster care small group or large group home?  Yes  No
- A licensed facility offering substance abuse treatment and rehabilitation services to seven or more people?  
 Yes  No
- A community correction home, resident home, halfway house or other similar facility that houses an inmate population under the jurisdiction of the Department of Corrections?  Yes  No

**Play Area Requirements:**

Indoor Play Area:

- Total area of indoor play area: \_\_\_\_\_ sq. ft.
- There must be a minimum of 35 square feet of indoor play area per each child (the minimum indoor play area for 12 children is 420 square feet).
- Indoor play area may not include hallways, bathrooms, reception or office areas, kitchens, closets and storage areas, or areas used exclusively for rest or sleep.

Outdoor Play Area:

- Total area of outdoor play area: \_\_\_\_\_ sq. ft.
- There must be a minimum of 150 square feet of outdoor play area per each child (the minimum outdoor play area for 12 children is 1,800 square feet).
- Will the outdoor play area be completely enclosed by a fence?  Yes  No
- Will the fence be a minimum of 30 inches high?  Yes  No
- Will all outdoor playground equipment be at least 12 feet from residential dwellings located on surrounding properties?  
 Yes  No

**\*\*Note:** the Planning Commission MAY waive the outdoor play area requirement if a public park or school is available for outdoor play within 500 feet of the property.

- Are you requesting a waiver to the outdoor play area requirement?  Yes  No
- If yes, please list the park or school that is within 500 feet of your property: \_\_\_\_\_

**Inspection Requirements:**

Section 154.051(C)(4) of the Zoning Ordinance requires that all Group Day Care Homes be inspected by the Building Official or Fire Marshal prior to opening and annually thereafter for compliance with current codes.

**I agree to comply with these inspection requirements**

## VII. APPLICATION MATERIALS

The following is a checklist of items that must be submitted with applications for Special Use Permit and Site Plan Review. Incomplete applications will not be processed.

- Completed application form
- Application fee (\$1,050.00)
- Owner authorization letter (if applicant is anyone other than the property owner)
- 5 copies of the site plan printed to scale and folded to 8½" x 11"
- 1 electronic (PDF) copy of the site plan.
- Responses to the seven criteria for Special Use Permits (see attached)
- Written statement regarding financial and developmental impacts on surrounding properties (see attached)
- Placement of a *Notice of Land Use Action* sign (see City staff for additional information)
- Any other information deemed necessary

## VIII. DEVELOPMENT SITE PLAN REQUIREMENTS

The applicant shall submit a site plan for the property and a floor plan for the home. Please see the attached samples for guidance on acceptable drawings. The drawings shall be drawn to a readable scale.

The site plan drawing shall include all of the following information:

- Lot lines
- Existing and proposed structures
- Fences
- Parking areas and spaces, if applicable
- Stationary outdoor play equipment
- Structures on neighboring properties, if in close proximity to outdoor play areas and equipment

The floor plan drawing shall include all of the following information:

- The interior layout of those areas of the home that are used for the day care and/or open to children receiving care
- Location(s) of the indoor play area identified in Section V. of this application

## IX. APPLICATION DEADLINES

Planning Commission meetings are generally held on the first Thursday of the month at 7:00 p.m. in the City Hall Commission Chambers. The submission deadline for each meeting is described in the attached Planning Commission meeting calendar.

Upon receipt of a complete application, the Planning Commission will hold a public hearing at its next regular meeting. Notice will be published in the Morning Sun and mailed to all property owners within 300 feet of the subject property. The City will also place a *Notice of Land Use Action* sign or signs on the property to notify the community of the public hearing.

Following the public hearing, the Planning Commission may approve, deny, or approve the request with conditions. Conditions imposed by the Planning Commission are considered an integral part of the Special Use Permit.

## X. REVIEW CRITERIA

The Zoning Ordinance imposes the following general requirements on the use requested by the applicant (see Section 154.615.B for details). Under each requirement, the applicant should explain, in writing with supporting evidence, how the proposed use satisfies the requirements. For those requirements where there is potential for negative or adverse effects, applicant will propose measures to mitigate such effects.

- (1) The Special Use or Special Regulated Use shall be one listed as a permitted Special Use ("SUP") or Special Regulated Use ("SRU") for the District or Civic Zone in which the property is located and the Use shall be consistent with the intent and purpose of this Chapter and the objectives of the currently adopted Master Plan.

- (2) The Special Use or Special Regulated Use shall comply with all applicable standard and requirements of this Chapter. The Special Use or Special Regulated Use shall be operated in a manner compatible with surrounding land Uses within 300 feet measured Lot Line to Lot Line. Compatibility includes, but is not limited to, hours of operation and environmental effects (e.g. noise, light, traffic, intensity of Use, density).
- (3) Applicant shall demonstrate how the Use is compatible with surrounding land Uses.
- (4) The Special Use or Special Regulated Use shall not interfere with the general enjoyment of the surrounding area (defined as Adjacent and/or abutting properties including those properties separated by streets, Alleys or other rights-of-way).
- (5) The applicant shall indicate how the Special Use or Special Regulated Use will not have an adverse impact on the surrounding neighborhood within 300 feet of its Lot Line in regards to traffic, noise, architectural compatibility, hours of operation, light, odors, and the like.
- (6) The Special Use or Special Regulated Use shall not be hazardous to the Adjacent property, or involve Uses, activities, materials or equipment which will be detrimental to the health, safety, or welfare of Persons or property through the excessive production of traffic, noise, smoke, odor, fumes or glare.
- (7) The Special Use or Special Regulated Use shall be adequately served by the existing capacity of essential public facilities and services, or it shall be demonstrated that the Person responsible for the proposed Special Use or Special Regulated Use shall be able to continually provide adequately for the services and facilities deemed essential to the Use under consideration.

**XI. WRITTEN STATEMENTS**

Each Special Use Permit or Special Regulated Use Permit application is required to include written statements regarding the following, in accordance with Section 154.615.D.

- (1) Explaining how the Special Use or Special Regulated Use shall not substantially injure the financial value of surrounding properties, and shall not hinder or discourage the appropriate Development or Use of Adjacent properties.
  
- (2) Addressing each of the conditions or requirements for the Special Use, Special Regulated Use, or permit, as set forth in Section 154.410 and Section 154.615.