

## South Branch Township Zoning Special Use Permit Application Check List

Prior to the issuance of a special use building permit in South Branch Township, it shall be necessary for any applicant to first apply for and obtain a zoning permit from the Zoning Administrator in accordance with the provisions of the South Branch Zoning ordinance of 2007 (and revisions). All buildings new, renovation for commercial, residential, agricultural, and accessory buildings must obtain a building permit prior to starting construction. All new buildings or structure(s) must comply with South Branch Zoning Ordinance.

**All Special Use Permit requests are to be submitted for Planning Commission Review:**

**Must submit ten (10) copies of Site Plan, to include the following info.**

**Site Plan.**

- Name & address of property owner.
- Date, north arrow, scale, name of individual or firm responsible for preparing plan.  
Scale must be at least one (1) inch = fifty (50) feet for parcels under three (3) acres, and not less than one (1) inch = one hundred (100) feet for parcels three (3) acres or more.
- Certified survey of the property prepared and sealed by a professional licensed surveyor, showing at a minimum the boundary lines of the property, to include all dimensions and legal descriptions.
- Location of all existing structures & all proposed uses or structures on the site, including proposed drives, walkways, signs, exterior lighting, adequate parking for proposed uses.
- An elevation drawing of the proposed building.
- Location & width of all abutting rights-of-way, easements & utility lines within or bordering the subject property.
- Locations of existing environmental features, such as watercourses, wetlands, shorelines, man-made drains, mature specimen trees, wooded areas or any other unusual environmental features.
- Location & identification of all existing structures, lighting, signs, ingress drives, roads, & parking within a two hundred (200) foot radius of the site, including road names.
- Existing Zoning District of the site and the zoning districts of adjacent parcels.
- Location of all existing and proposed landscaping as well as all existing & proposed fences or walls.
- Location, size, and slope of all surface and subsurface drainage facilities.
- Summary tables, cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information:
  - 1) Number of units proposed, by type, including a typical floor plan for each unit
  - 2) Area of the proposed units in square feet, as well as area dimensions of driveways and staging areas.
  - 3) Typical elevation drawings of the front and rear of each building.
- Topography of the existing & finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.
- Generalized soil analysis data, which may include data prepared by the Crawford County Soil Conservation District regarding the soils and their adaptability to the use.

More detailed information may be required where the Planning Commission determines that the site and use warrant a more critical review of soils.

- Impact Statement:** shall address itself to the following as applicable to the type of use:
- 1) A complete description of the proposed development including: area of the site, number of lots or units; and the number and characteristics of the population impact such as density, elderly persons, school children, tourists, family size, income, and related information as applicable.
  - 2) Expected demands on community services, and how these services are to be provided, to specifically include: school classroom needs, volume of sewage treatment, volume of water consumption related to ground water reserves or community system capacity, change in traffic volume on adjacent streets and other factors that may apply to the particular development.
  - 3) Statements relative to the impact of the proposed development on soil erosion, shoreline protection, wildlife habitat, air pollution, water pollution (ground and surface), noise and the scale of development in terms of the surrounding environment.

**Property Zoning District**

- Resource Conservation (RC)
- Farm Forest (FF)
- Low Density Residential (LDR)
- Mixed Residential (MR)
- Commercial Business (CB)
- Industrial (I)

Does any portion of the property lie within the Stream Corridor Overlay District (SC)?

**YES** or  **NO**

**Application is hereby made to request** (Check appropriate boxes)

- Site Plan Review \$600
- Special Use Permit \$500
- Planned Unit Development (PUD) \$600
- Non-residential Accessory Building (CB & I Districts) \$600
- Accessory Building as a main use \$100
- Outdoor Advertising Signs \$40
- Billboards \$75
- Cottage Industry \$100
- Classification of unlisted property uses \$200
- Change of one non-conforming use to another non-conforming use \$600
- Rezoning or Amendments to Zoning Ordinance Text \$800
- Other Discretionary Decisions \$TBD by actual costs incurred

**Fees Paid in the amount of:** \$ \_\_\_\_\_



Zoning Admin Use Only	
Rcpt#	_____
PA-SV	_____
F. CCBD	_____
C. SBT-A	_____
CO-SV	_____

**South Branch Township  
Planning Commission (PC) Application:**

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

Record Title stands in the name of: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Acreage: \_\_\_\_\_ Stream Corridor?  Yes  No

**Petitioner Information: (include name, address, and telephone number(s))**

<b>Applicant:</b> _____ _____ _____ Phone: _____
<b>Owner:</b> _____ _____ _____ Phone: _____
<b>Agent/Attorney:</b> _____ _____ _____ Phone: _____
<b>Engineer/Surveyor:</b> _____ _____ _____ Phone: _____

Parcel Number(s) \_\_\_\_\_

Proof of Ownership (attach) \_\_\_\_\_

Property deed recorded in: \_\_\_\_\_

**Request for Special Use Permit:**

- Site Plan Review
- Commercial development or Cottage industry, including storage facilities.
- Public or private institution(s)
- Multi-family Residential development
- Planned Unit Development (PUD) – Is it a Stream Corridor PUD? YES / NO (circle one)
- Churches and Schools
- Request for rezoning: Current District: \_\_\_\_\_ Desired District: \_\_\_\_\_
- Request for a Rehearing (see section 10.04 SBT Zoning Ordinance)
- Other unusual circumstance? (please attach explanation page)

**I have submitted seven (10) copies of the following (check all that apply)**

- Application  Checklist  Plot/Site Plans  List of Abutters  Color Rendering of Sign(s)

I hereby request a hearing before the Planning Commission:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Office Use Only:**

Fee Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Case Number: \_\_\_\_\_

Planning Commission hearing date: \_\_\_\_\_

- Approved  Denied (check one) Decision date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_