

# SPECIAL USE PERMIT / SITE PLAN REVIEW CHECKLIST



City Of Evert, Osceola County, Michigan  
5814 100th Avenue, Evert Mi 49631

Phone: 231.734.2181 / Website: [www.evert.org](http://www.evert.org)  
Planning & Zoning Email: [zackary.szakacs@evert.org](mailto:zackary.szakacs@evert.org)

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The City of Evert offers this checklist as a service to our Special Use Permit and Site Plan Review applicants. Please note that this checklist represents the minimum amount of information required to process your application. Applicant circumstances will vary and your specific situation may require the submission of additional information to meet the Zoning Ordinance requirements and facilitate the shortest and smoothest possible public process.

This Article governs the processes and standards for all uses and structures for which site plan approval is required under other provisions of this ordinance. Site plans for special uses shall receive a recommendation from the Evert Planning Commission and a final decision by the Evert City Council. Site plans that are not related to special uses shall be processed by Administrative review.

We strongly encourage and recommend that all potential applicants schedule a preconference meeting with city staff prior to application submission so that we may provide more customized guidance.

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**BEFORE FULL STAFF REVIEW COMMENCES AND A PRELIMINARY PLANNING COMMISSION HEARING/MEETING DATE IS SET, the following plans and documentation must be submitted. (If applicable):**

- Completed and signed application form and fee
- Site Plans conforming to the requirements of Evert Zoning Ordinance Section 7.2.4
- Site Plans for review must meet standards set forth in section 7.3 of the Evert Zoning Ordinance.
- Special Use Permit must satisfy general standards set forth in Section 4.1.1, and specific standards if applicable set forth in Section 4.2
- A site plan drawn to scale of 1" = 50' of all property showing the location of all abutting streets, the location of all existing and proposed structures and their uses, and the location and extent of all above and below ground development, both existing and proposed.
- Elevations (front, side and rear) for all proposed structures.
- All information required by any other provision of this ordinance governing the land use or structure for which site plan approval is sought.

- The Site Plan and supporting Written Documentation shall include the following:

SITE PLAN ITEM	DESCRIPTION	SHOWN ON SITE PLAN	WRITTEN DOCUMENTATION
1	A description of the environmental characteristics of the site prior to development, i.e.: topography, soils, vegetative cover, drainage, streams, creeks or ponds, as well as, the delineation of these features on the site plan drawing.	X	X
2	Types of uses and other man-made facilities		X
3	The number of: people to be housed, employed, visitors or patrons and vehicular and pedestrian traffic		X
4	Natural features which will be retained, removed and/or modified including vegetation, drainage, hillsides, streams, wetlands, woodlands, wildlife and water.	X	
5	The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate the areas of change.		X
6	The method to be used to serve the development with water and sanitary sewer facilities.		X
7	The location, size, and routing of water and sanitary sewer facilities.	X	
8	Plans for storm water control and drainage, including measures to be used during construction.	X	
9	The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights.		X
10	An indication of how the proposed use conforms to existing and potential development patterns and any adverse effects		X
11	The distance to groundwater as requested by the planning commission.	X	
12	The location and pavement width and right-of-way width of all abutting roads, streets, alleys, or easements.	X	
13	Location of pedestrian and non motorized facilities; if required.	X	
14	Name(s) and address(es) of person(s) responsible for preparation of site plan drawings and supporting documentation.	X	X
15	Sealed drawings from a licensed architect, engineer, or landscape architect.	X	