

**LEE TOWNSHIP  
SPECIAL USE PERMIT APPLICATION**

Fill out completely and return to the Lee Township Clerk

Date: \_\_\_\_\_ Fee: \$350.00 Paid: \_\_\_\_\_

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS/LOCATION OF PROPERTY \_\_\_\_\_

LEGAL DESCRIPTION OF SITE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AREA OF SITE \_\_\_\_\_ PRESENT ZONING \_\_\_\_\_

GENERAL DESCRIPTION OF PROPOSED USE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

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To be completed by the Planning Commission:

Date received \_\_\_\_\_ Date of public hearing \_\_\_\_\_

Planning Commission Action: \_\_\_\_\_

Date: \_\_\_\_\_ BY \_\_\_\_\_

TITLE \_\_\_\_\_

## **A SPECIAL USE PERMIT APPLICATION MUST INCLUDE:**

Seven copies of a scaled drawing of the site and proposed development, showing the scale used (for example 1" = 50'), and indicating where North is on the drawing. The drawing must also show the following.

1. Property lines.
2. Relationship of abutting properties, including distance to buildings on adjacent lots.
3. Location of existing structures. If any structures are proposed, those must also be shown.
4. Location of drives and parking areas.
5. Location of drains, septic systems, water supply, and any other facilities on-site.
6. Landscaping, fences, and screening
7. Name and address of person responsible for the preparation of the site drawing.
8. Complete and accurate dimensions pertaining to the above.

An application will not be processed if no drawing is submitted with it, if the drawing is not complete, or if the fee has not been paid.

If you have any questions, please contact the Planning Commission Chairperson or Planning Commission Secretary.