



## Planning Commission Special Use Permit Application

### Applicant Information

Name: Business, Corporation, LLC, Partnership

Individual Name(s):

Mailing Address:

Phone Number:

Email:

### Property Information

Property Address:

Property Legal:

Property Owner (if not applicant):

Zoning District:

Request Details:

Proposed Use:

Section of Blissfield Municipal Code applying for SUP:

Explain proposal (use additional 8.5x11 sheet(s) if necessary):

### Signature

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

Applicant Signature—Required

Date

## Property Owner

(Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization:

Address:

City, State, Zip:

Phone:

“By signing below, I give permission for the applicant named above to act as my agent in all matters concerning this application. I understand that the applicant will be the primary contact for the information and decisions during the processing of this application, and I may not be contacted directly by the Village of Blissfield. I understand as well that I may change the Applicant for this application at any time by contacting the Village of Blissfield in writing.”

Property Owner(s) Signature(s) - Required

Date

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
personally appeared before me, and being by me duly sworn, did say that he/she is the  
signer of the foregoing for and on behalf of the company listed above, with actual and  
requisite authority, and acknowledged to me that he/she has fully reviewed and executed  
the same.

\_\_\_\_\_(Seal) My Commission Expires: \_\_\_\_\_

Notary Public

## Special Use Application Instructions

### What to Submit?

- ☐ Completed and Signed Application Form (this)
- ☐ Proof of Ownership
- ☐ Application Fee
- ☐ Project Site Plan
- ☐ Legal description

### Notes

- **Incomplete applications will not be accepted.** Applications lacking any required documents or materials will not be accepted. Incomplete applications cannot be “held” at the Village of Blissfield Office.
- **Proof of Ownership-** Accepted documents for proof or ownership include a county filed deed. **A tax bill cannot be accepted as proof of ownership.**
- **Application Fees** may be paid by cash, check (made payable to the Village of Blissfield) or credit card (subject to a 3% fee).
- **Site Plans** must be legible when reproduced on letter sized paper, must be dated, and must include dimensions of all proposed improvements, dimensions between structures and from structures to property boundaries.
- **Legal description** must accurately and completely reflect the current conditions of the property.

- **Return this form and all required additional materials to:**

Village of Blissfield, Zoning Administrator  
130 S. Lane St.  
PO BOX 129  
Blissfield, MI 49228

Hours of Operation:  
Monday- Thursday 8am- 6pm  
Excluding Holidays

### General Information

1. Who can submit an application?

In order to submit an application for zoning relief, an applicant must either own or have legal or equitable interest in the subject property or must be the representative of such person. All persons or parties which have ownership interest in the affected properties must be identified and must sign the application. The property owner(s) may, at his/their discretion, designate another person as applicant to act on their behalf in processing this application. In that case, the designated applicant will be considered the primary contact, until the application is closed or the property owner changes the designated applicant by contacting the Village of Blissfield in writing.

2. How do I submit an application?

Applications may be submitted in person Monday through Thursday (excl. Holidays) from 8am until 6pm at the Village of Blissfield Office, 130 S. Lane St. Blissfield, MI 49228, mailed to PO BOX 129 Blissfield, MI 49228, or emailed to [receptionist@blissfieldmichigan.gov](mailto:receptionist@blissfieldmichigan.gov).

Applications must be complete, including all required documentation and fee.

3. What forms of payment are accepted?

Cash, credit card (subject to a 3% fee), check (made payable to the Village of Blissfield)

## Information about Special Use Permits

1. What is it?

A special use permit is a special authorization by the Planning Commission to allow a particular land use in a zoning district that would otherwise prohibit said use.

Acceptable Special Uses are listed in the Zoning Code Chapter 216 of the Blissfield Municipal Code under each district description. The purpose of the SUP process is to ensure that the proposed use will not adversely affect the neighborhood.

2. What is the process?

The procedure for Special Use Permits follows section 216.6.2 of the Blissfield Municipal Code. A copy of this code can be provided or found at [www.blissfieldmichigan.gov](http://www.blissfieldmichigan.gov)

3. What does approved with conditions mean?

The Planning Commission may impose reasonable conditions and restrictions that are directly related to the proposed Special Use. Such conditions must be met in connection with the issuance of any permits by the Village of Blissfield.

4. How does the Board make their decision?

The Planning Commission shall make the following determinations prior to approval of the Special Use Permit.

- The use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area.

- The use shall not inappropriately change the essential character of the surrounding area.
- The establishment of the special land use will not impede the normal and orderly development and improvements of the surrounding property for uses permitted in the district.
- The use shall not interfere with the general enjoyment of adjacent property.
- The use shall represent an improvement to the use or character of the property under consideration and the surrounding area in general.
- The use shall not be hazardous or detrimental to existing or neighboring future uses, 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, glare, or dust.
- The use shall be adequately served by essential public facilities, utilities and services, or it shall be demonstrated that the person responsible for the proposed use shall be able to continually provide adequately for the services, utilities, and facilities deemed essential to the use under consideration.
- Adequate access roads, drainage, parking, lighting, storage, refuse removal, easements, open space, landscaping and all necessary improvements as determined by the Village have been or are being provided.
- Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets and reduce conflicts between vehicles and pedestrians.
- The proposed use shall not place an unreasonable burden on public streets or infrastructure. The use shall meet the provisions and intent of the zoning district in which the special land use is located and other applicable standards contained in provisions of this or other applicable ordinances or laws.

5. Who can help with this application?

The Zoning Administrator can assist with information. It is encouraged to set up an appointment to discuss your permit application if you have questions; call us at 517-486-4347 or stop by the office at 130 S. Lane St. Blissfield, MI 49228.