



# TOWNSHIP OF CLAY

County of St. Clair

JAY M. DeBOYER  
*Supervisor*

LISA WHITE  
*Clerk*

CONNIE TURNER  
*Treasurer*

4710 PTE. TREMBLE ROAD • P.O. BOX 429

CLAY TOWNSHIP, MICHIGAN 48001-0429

TELEPHONE (810) 794-9303

FAX (810) 794-1964

**CLAY TOWNSHIP  
APPLICATION FOR RE-OCCUPANCY  
(ORDINANCE NO. 126, ARTICLE XXI, SECTION 21.03 (2) A-U)**

BUILDING-ASSESSING  
(810) 794-9320

LOCATION OF RE-OCCUPANCY: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

PARCEL #: \_\_\_\_\_ LOT#: \_\_\_\_\_ CURRENT ZONING DISTRICT \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

INTENDED USE AND OCCUPANCY OF STRUCTURE AND/OR PREMISES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ATTACHED IS A LIST OF REQUIREMENTS THAT NEED TO BE COMPLETED AND  
TURNED IN WITH YOUR APPLICATION.

\_\_\_\_\_  
APPLICANT'S SIGNATURE                      DATE

## 2. Re-occupancy or Reuse Applications

Re-occupancy or reuse of an existing non-residential building, of the same use or similar use, which requires no exterior modifications and which meet all of the following criteria shall require review and approval from the Site Plan Review Committee of the Planning Commission and Zoning Inspector and Building Official. Whenever a use of a property has been determined to have been vacated or a new special use approval is required, the site plan shall be referred to the Planning Commission for full site plan review.

- No variances to the zoning ordinance are required.
- The use will be conducted within a completely enclosed building.
- The re-occupancy does not create additional parking demands.
- The re-occupancy does not substantially alter the character of the site.
- The use is in conformance with the provisions of the zoning district.

Applications under this section shall include, at a minimum, the following information:

- a. Name, address, and telephone number of the owner/lessee, and the professional who prepared the plans.
- b. Name and address of the proposed project.
- c. Scale, north arrow, date of site plan preparation, and date of any revision (when applicable). Each time the site plan is revised and resubmitted the revision date shall be clearly indicated on the plans.
- d. Legal description of the site, as determined by an existing title policy or recent boundary survey. If the proposed site is part of a larger parcel, the boundaries of the entire parcel shall also be described.
- e. A vicinity map showing the site in location to major streets and bodies of water. The vicinity map shall be of sufficient scale to adequately delineate the site.
- f. Existing zoning within the boundaries of the site and existing zoning of properties abutting the site.
- g. Existing land use within the boundaries of the site and existing land use of properties abutting the site.
- h. Dimensions of all lot lines.
- i. Existing vegetation on the site (if any).
- j. Schedule of parking needs in accordance with Article 22.
- k. Location and width of existing sidewalk(s).
- l. Location, height, and type of existing walls and/or fences.
- m. Location of existing drives and parking areas.
- n. Typical standard and handicapped parking spaces (with dimensions).
- o. Maneuvering lane(s) dimensions.
- p. Specified type of proposed activities.

- q. Note indicating that all signage shall be in compliance with the Township requirements.
- r. Location of screened trash storage area.
- s. Location of exterior lighting.
- t. Loading space(s) location (if needed).
- u. Relationship of the subject property to abutting properties and buildings within one hundred (100) feet.