



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

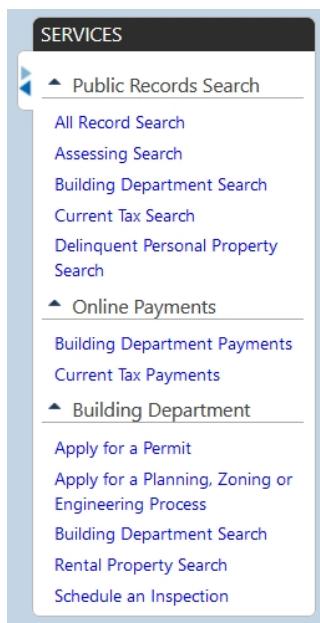
STEP BY STEP GUIDE

Special Use Permit

Ready to Apply?

Applications for special use permits are submitted online through [BS&A Online](#). See below for a step-by-step walkthrough of how to complete the online application.

1. In the left-hand side bar, select the “Apply for a Planning, Zoning, or Engineering Process” link.



2. If you already have a BS&A Online account, enter your username and password to sign in. If you do not, click on the link below the “Create a New Account” header. Follow the lettered instructions to create an account.

I Have an Account

If you have previously created an account through BS&A Online (or through our previous portal, Internet Services), please enter your user name and password.
Please note that passwords are case-sensitive.

User Name: *

Password: Show Password *

Keep me signed in. (Clear this check box if you're on a shared computer.)

Sign In Help

Forgot your User Name/Password? [Click here for help.](#)

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

Create a New Account

Yes, I would like to create a new BS&A Online account. [Click Here to create an account.](#)

- a. Create a username and password. Enter an e-mail address that is checked regularly. Click the checkbox agreeing to the terms of use. Click the checkbox next to the statement "I'm not a robot".
- b. Click the "Create Account" button at the bottom of the page.
- c. Check the e-mail that was entered for an email with a link to be clicked. Click this link.
- d. Click the "Activate Account" button.

3. Type in the number and street address of the project into the "Search For:" field. Click the "Search" button.

Step 1: Select a Property

[Click here if you are a contractor/design professional](#)

[Property Search](#)

Search By: [Address](#)

Search For:

[Search](#)

4. Select the correct address from the list that appears. Click "Next".

Step 1: Select a Property

[Click here if you are a contractor/design professional](#)

[Property Search](#)

Search By: [Address](#)

Search For:

[Search](#)

Owner Name	Address	Parcel Number
REEVES,LESTER R	14 FONDA AVE, BATTLE CREEK, MI 490144210	9030-00-017-0

Displaying items 1 - 1 of 1

[Next](#)

5. Under "Select the application for which you wish to apply:", select "Special Use Permit" from the drop-down list.

★ Select the application for which you wish to apply:

6. In the box below "Please describe the work to be done in detail", provide a brief description of the proposed special use permit and the reasoning behind the application. Click "Next".

★ Please describe the work to be done in detail:

7. Fill out the contact information of the property owner or authorized agent for the owner in the top section of the page.

★ Name:

★ Phone Number:

★ Email Address:

Used to send updates regarding the status of your application.

★ Confirm Email:

I certify that I am the owner or authorized agent of the property listed above.

8. If the owner is different from the applicant, fill out the owner's information in the section below. Any additional names associated with the project can be added at the bottom of the page. Click "Next".

Full Name/Company: 

Email:

Address Information

Address:
 Address 2:
 City:
 State: Zip Code:

Contact Information

Phone Number: Extension:
 Fax Number:
 Mobile Number:
 Other Number:

9. The fee for a Special Use Permit is automatically added. Click "Next".

Selected Fees

Fee Description	Fee	Quantity	
No online fees are configured.			
Special Use Permit	\$750.00	1.00	
Total Estimated Fees:			\$750.00

10. Attach the required legal description and list of deed restrictions, site plan, required findings statement, and special use permit application, as well as the optional owner authorization and preliminary construction plans, if necessary. Click "Next".

[Attach Documents](#)

Document Title	Status	Description	File Name	
Owner Authorization	Optional			<input checked="" type="checkbox"/> Attach File
Legal Description and List of Deed Restrictions	REQUIRED			<input type="checkbox"/> Attach File
Site Plan	REQUIRED			<input type="checkbox"/> Attach File
Preliminary Construction Plans	Optional			<input checked="" type="checkbox"/> Attach File
Required Findings Statement	REQUIRED			<input type="checkbox"/> Attach File
Special Use Permit Application	REQUIRED			<input type="checkbox"/> Attach File

[Add Additional Document](#)

11. Review the information on the next page. Click the checkbox stating that the disclaimer has been read and type your name in the field after “Accepted by:”. Click “Submit”.

