

**PERMIT APPLICATION**

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| <p>1. <i>Type of permit requested:</i> ( ) Zoning Permit ( ) Special Land Use<br/>Direct questions concerning permit type requirements to the Township Zoning Administrator</p> <p>2. <i>Variance required?</i> (A variance is an exception to the requirements of the Zoning Ordinance.)<br/>( ) yes ( ) no ( ) do not know</p> |
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3. *Instructions:*

**-Provide all requested information. If any item is not applicable, so indicate.**

- Print or type requested information.
- Describe the proposed project or activity in narrative form (Part D).
- All permit applications must include either a sketch plan (Part C, p.3) or a site plan. Sketch plans are generally adequate for most applications. Ask the Zoning Administrator for specific requirements.
- The appropriate fee must be paid prior to any action on the permit application.
- Compliance with all requirements of the Zoning Ordinance is the responsibility of the applicant. The Zoning Ordinance is available for review at the Township Office.
- Incomplete permit applications may delay processing.

• *Other information*

1. Applicant or designated representative must be present at the Planning Commission Public Hearing required for a Special Land Use permit.
2. A zoning permit must be obtained before a building permit will be issued.
3. (If applicable) Copies of well and septic permits must be provided.
4. Wetland or flood plain permits may be required by DEQ or COE. For information contact DEQ at 906-346-8558 or online at [www.michigan.gov/jointpermit](http://www.michigan.gov/jointpermit).

**ANY FUTURE EXPANSION OR MODIFICATION OF THIS PROJECT REQUIRES ANOTHER PERMIT.**

**Part A Applicant and Property Information**

Please print:

NAME: \_\_\_\_\_

Property owner (if different) \_\_\_\_\_

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

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

PHONE (home): \_\_\_\_\_ (daytime): \_\_\_\_\_

Property identification

Section: \_\_\_\_\_ Town: \_\_\_\_\_ Range: \_\_\_\_\_

Property I.D. 17-002- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Subdivision name (If applicable): \_\_\_\_\_ Lot: \_\_\_\_\_

Lot size: \_\_\_\_\_

**Part B Description of Proposal (Complete All sections)**

IMPROVEMENT TYPE

- New Building
- Addition
- Alteration
- Not Applicable
- Repair/Replacement
- Building Relocation

RESIDENTIAL (if applicable)

- "Stick Built" home
- Manufactured home
- Mobile Home
- Single Family
- Multi-Family

FRAMING

- Masonry
- Wood Frame
- Structural Steel
- Reinforced Concrete
- Log
- Other\*

HEATING

- Gas/propane
- Oil
- Electric
- Wood/corn
- Solar
- none

SEWAGE DISPOSAL

- Septic
- Lagoon
- Public
- none

WATER

- Well
- Public
- None

MECHANICAL

- Air Conditioning
- Elevator
- N.A.

\*Specify \_\_\_\_\_

FOUNDATION: ( ) Full Basement ( ) Crawl Space ( ) Slab on Grade

NUMBER OF BEDROOMS \_\_\_\_\_

NUMBER OF BATHROOMS: \_\_\_\_\_ FULL \_\_\_\_\_ PARTIAL

NUMBER OF STORIES \_\_\_\_\_

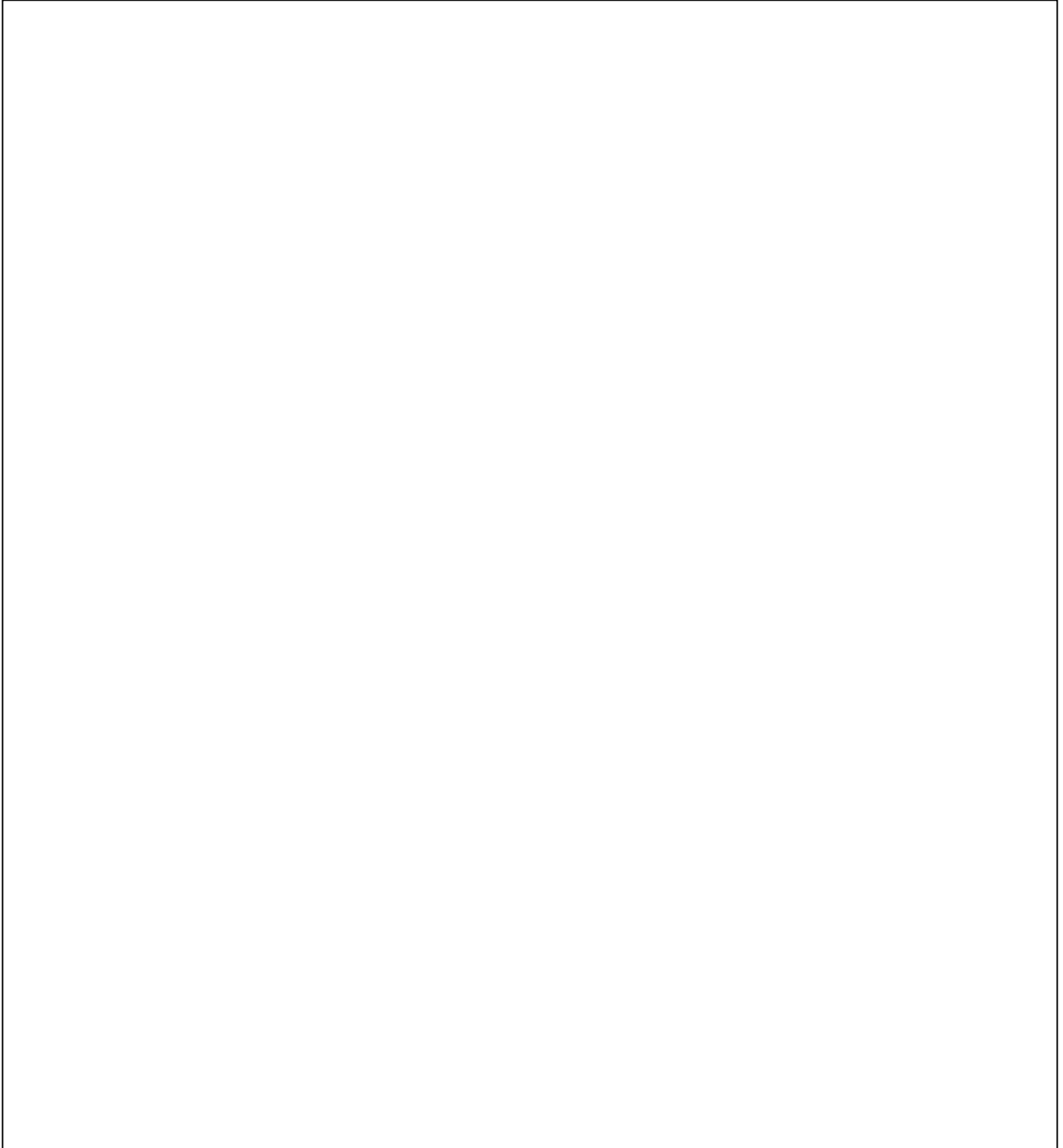
TOTAL SQUARE FOOTAGE (Based on exterior dimensions) \_\_\_\_\_

ESTIMATE OF PROJECT COST \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**Part C: Sketch Plan-** *(May be submitted as attachment)*

**MINIMUM REQUIREMENTS:** (a) An accurately dimensioned drawing of the site and the proposed development or use; (b) Uses and ownership of abutting lands; (c) The location and limits of public rights-of-way; (d) Setback lines as specified by the Zoning Ordinance; (e) The location of existing and proposed entry/exit roadways; (f) existing Public and private utilities; (g) and designate directional North. Additional descriptive information may also be necessary. If a Site Plan is required, refer to Article XII of the Zoning Ordinance.



**Part D: Narrative:** Describe the proposed project or activity in narrative form.

I agree to allow access to the above described property by the Township Official/Zoning Administrator for the purpose of verifying the information on this application. (Please initial \_\_\_\_\_).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
date

**Part E.** Validation information. (Township Office use only)

Permit fee _____ <small>(amount)</small>	_____ <small>(ck. no)</small>	Date Paid _____
Well permit number _____		Date Issued _____
Septic permit number _____		Date Issued _____

Permit Type:	
( ) Zoning Permit	
Permit number _____	Date Issued _____
( ) Special Land Use Permit	
Permit number _____	Date Issued _____

\_\_\_\_\_  
Township Zoning Administrator

\_\_\_\_\_  
Date