

# Zoning Permit Application

## INSTRUCTIONS

Applications shall be filed in writing with the Zoning Administrator, and shall be signed by the applicant, or by an authorized agent. A copy of the Fee Schedule is attached. **Enclose a check**, payable to West Traverse Township, in the appropriate amount.

**All applications shall** be accompanied by an accurate scale drawing based on known, accurate monuments such as survey irons or stakes, illustrating the following information:

- a. The dimensions of the lot lines encompassing the property subject to the application;
- b. The location and dimensions of any proposed building or structure, or any addition to an existing building or structure, for which such application is being filed. The proposed use of such building(s), addition(s), or structure(s) must be indicated. Setbacks from lot lines and road right-of-ways must also be indicated. The minimum requirement is 40' from road right-of-way, 40' rear, and 20' sides (except in the R-2 District, where the side setback is 15');
- c. The location of shorelines and streambanks (60' minimum setback from water);
- d. The location and dimensions of any existing buildings and other structures. The type(s) and use(s) of such buildings must be indicated;
- e. The name(s) of any adjoining public or private street(s);
- f. The location and width of any private easement or right-of-way providing access from the property to a public road if the property has no frontage on such road;
- g. Location of all existing structures bordering the property;
- h. Evidence of ownership of the property subject to the application;
- i. Evidence that any required federal, state, and county licenses or permits have been acquired or that applications have been filed for same;
- j. If the property is subject to deed restrictions promulgated by a property owner's or summer resort association, a statement from such association indicating its approval for such building, structure, or addition to such building or structure;
- k. Other pertinent information with respect to the proposed structure, use, lot, and adjoining property as may be required by the Zoning Administrator; and
- l. Written approval of the water supply and sewage disposal facilities, as obtained from the Northwest Michigan Community Health Agency, as applicable.

**Zoning permits shall be displayed on site before construction, including excavation, begins.**

### NOTE

The Township **must** inspect the layout of the proposed project. Contact the Zoning Administrator when the site is staked, but **BEFORE** any construction or excavation begins. Completed applications can be returned in person or by mail to the Township Hall or directly to the Zoning Administrator. A township occupancy permit is required from the township and the County prior to moving in – call ahead for an appointment.

## GENERAL OVERVIEW

**If you are planning to build new, modify a building, or erect any type of structure you may need one or more of the following permits:**

**Health Permit** - Also known as a septic and/or well permit, this is usually the first permit acquired, as it is needed to obtain both a Zoning Permit and a Building Permit. Although some construction, such as a deck, patio, accessory building, sign, etc. does not require a Health Permit, it may be wise to call the NW Michigan Community Health Agency at [347-6014](tel:347-6014) and verify if your construction needs a permit. Applications may also be acquired from this agency at 3434 Harbor Petoskey Road. Reconstruction of a septic system or replacing a well also requires a permit.

**Zoning Permit** - This permit is basically a land use permit and is designed to protect the values of Township properties. It assures proper land use as well as the positioning of structures on the property to protect health, safety and the environment. The Zoning Permit is required for any structure to be built or enlarged. Applications for zoning permits may be picked up at the West Traverse Township Hall (526-7361). Office hours are 9 AM to 1 PM weekdays, or 24/7 in a black mailbox outside the entrance door on Lake Street). Zoning Administrator (**330-1249**) office hours are 1-4:00 PM on Tuesdays and Thursday mornings by appointment.

**Driveway Permit** - This permit, issued by the Emmet County Road Commission at 2265 E. Hathaway Rd, Harbor Springs (**347-8142**), is required any time a new property entrance is planned. This permit regulates the safe flow of traffic through proper ingress and egress as well as provides for efficient snow removal and road maintenance. The Road Commission has these permit applications.

**Soil Erosion & Sedimentation Permit** - If you are planning to build within 500 feet of a lake or stream, or plan to disturb an acre or more of land, you must obtain this permit from Emmet County Code Enforcement Office at 3434 Harbor Petoskey Road (**439-8996**). All commercial property must have a Soil Erosion permit regardless of location or amount of land to be disturbed.

**Stormwater Management Permit** – Required for any development that creates 5,000 sq. ft. of impermeable surface within 500 feet of a lake, river or stream; all site disturbances that result in 10,000 sq. ft. or more of impermeable surfaces; or all site disturbances within 500 ft. landward of top or a regulated bluff. Permit applications: Emmet County Code Enforcement Office, 3434 Harbor Petoskey Road (**439-8996**).

**Other Permits** - If you plan to modify a shoreline, or disturb a wetland, you will need permission. Contact the Department of Natural Resources (DNR) at P.O. Box 667, Gaylord, MI 49735 (**989-705-3450**).

If you are considering dividing your property, contact the Zoning Administrator for a Parcel Division application.

- **Zoning Administrator:** Randy Frykberg, contact at the Township Hall 526-7361  
primary number is: cell: 231-330-1249 or home office: 231.582-3160  
fax: 582-0227  
e-mail: [frykberg@charter.net](mailto:frykberg@charter.net)

After obtaining the Township Zoning Permit, a building permit must be obtained from the County Building Inspection Department, 3434 Harbor Petoskey Road, Harbor Springs (**348-1735**).

**APPLICATION FOR ZONING ACTION**

**WEST TRAVERSE TOWNSHIP**

**P.O. Box 353**

**Harbor Springs, MI 497406**

**PHONE: (231) 526-7361 FAX: (231) 526-0028**

Date Received \_\_\_\_\_

Assigned Case # \_\_\_\_\_

Applicants Name \_\_\_\_\_ Phone \_\_\_\_\_

Applicants Address \_\_\_\_\_

Owner Name (if other than applicant) \_\_\_\_\_ Phone \_\_\_\_\_

Owner Address \_\_\_\_\_

**JOB SITE LOCATION:** Zone District: \_\_\_\_\_

Nearest Intersection: \_\_\_\_\_

Tax parcel # 24-16- - - -

Property \_\_\_\_\_

Address: \_\_\_\_\_

| <u>FEE</u>   | <u>DATE PAID</u> |
|--|------------------|
| \$ _____   | _____            |
| PLEASE MAKE CHECKS PAYABLE TO WEST TRAVERSE TOWNSHIP |                  |

**Application For:** Zoning Administrator: Zoning Permit

Lot Split

**Planning Commission:**

Special Use Permit

Site Plan Review

P.U.D.

Zoning Map Change

Zoning Text Change

**Board of Appeals:**

Variance

Expand Nonconforming Use

Interpretation

Administrative Appeal

Other

**Describe Request:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Project Designer:** \_\_\_\_\_

**COMPLETE and DETAILED DESCRIPTION OF REQUEST:**

**Attach 1 copy of the Site/Plot Plan (minimum size 8 1/2" x11") for a zoning permit, or 12 copies for all other requests, showing existing and proposed building and property locations and dimensions (including height), all setbacks, well and septic location, streets, and amenities or unique natural features. Refer to Sections 403:2 & 701:2 of the Zoning Ordinance.**

Return 12 copies (only one copy if requesting just a zoning permit) of pages 3 & 4 of this completed form and attachments, along with a check (payable to West Traverse Township) to either the Township Hall or directly to:

**Randy Frykberg, Zoning Administrator**

**1249 Lakeshore Drive**

**Boyne City, MI 49712**

231.330.1249 (cell, free call); 231.582.3160 (home); 231.582.0227 (fax)

e-mail: [frykberg@charter.net](mailto:frykberg@charter.net)

For a zoning permit and Site Plan, the following section needs to be completed:

**Proposed use:** \_\_\_\_\_ **Dimensions:** \_\_\_\_\_

**Setbacks: Front** \_\_\_\_\_; **Rear** \_\_\_\_\_; **Side** \_\_\_\_\_ **and** \_\_\_\_\_

**New construction** \_\_\_; **Reconstruction** \_\_\_; **Addition** \_\_\_; **Demolition** \_\_\_; **Other** \_\_\_\_\_

**Height of proposed structure:** \_\_\_\_\_ **# stories:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Zoning Permits are valid for 1 year from date of issuance**

As owner and/or applicant representing the owner, I **authorize** West Traverse Township (staff, appointed board, and/or commissioners, or committee members) to enter upon the subject property for purposes of making inspections related to the project or request identified in this application. If authorized, such inspections or site walks shall be conducted at reasonable hours and times. I certify that all the above information is accurate to my fullest knowledge. I hereby agree to comply with the provisions of the West Traverse Township Zoning Ordinance.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

**BOX below for OFFICE USE ONLY:**

**Requirements for Special Use Permits, PUD's and Site Plans:**

|                           | Date submitted |                     | Date submitted |
|---------------------------|----------------|---------------------|----------------|
| Required Map              | _____          | Site Inventory      | _____          |
| Engineered Drainage Plan  | _____          | Fire Dept. Approval | _____          |
| Soil Erosion permit       | _____          | Wetlands permit     | _____          |
| Topographic Maps          | _____          | Soil Borings        | _____          |
| Impact Statement          | _____          | Site Grading Plans  | _____          |
| Fence or Screening Plan   | _____          | Landscape Plan      | _____          |
| Improvement Guarantees    | _____          | Parking Plan        | _____          |
| Health Dept. approval     | _____          | Road Commission     | _____          |
| Other licenses or permits | _____          | MDOT approval       | _____          |

**RECORD OF TOWNSHIP ACTION:**

DATE APPROVED: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Date closed: \_\_\_\_\_

DATE DENIED: \_\_\_\_\_ Inspections: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LOT SIZE: \_\_\_\_\_ SETBACKS: F \_\_\_\_\_ S \_\_\_\_\_ S \_\_\_\_\_ Rear/WATER \_\_\_\_\_

BUILDING: WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_ HEIGHT \_\_\_\_\_ STORIES \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# WEST TRAVERSE TOWNSHIP ZONING FEE SCHEDULE FY 2007-08

Adopted 2-13-07

**Classification**

**Fee**

Zoning Permit

Remodel: \$90 base up to 1,000 sq. ft + \$0.07/sq. ft. above; maximum permit fee of \$150

New Single Family or Duplex: \$125 base up to 2,000 sq. ft. + \$0.07/sq. ft. above; maximum permit fee of \$500

Commercial or Industrial permit fee of \$500 \$125 base plus \$0.07/sq. ft; maximum

Land Division.....\$100

Sign Permit, 20 sq. ft. or smaller \$35  
Over 20 sq. ft. 50

P.U.D., Site Condo or Subdivision Application \$500 Preliminary  
\$600 Final Review

Other Site Plan Reviews \$550

Special Use Permits or Other Special Approvals \$550

Zoning Board of Appeals \$575

Rezoning or Zoning Ordinance Amendment \$800

Starting work without a permit Triple regular fee

**{Plus any additional professional fees such as Attorney, Engineer, or Consultants incurred by West Traverse Township during the consideration and review of the above}**