

WEST TRAVERSE TOWNSHIP

Zoning Permit Application Instructions

- For zoning permits for residential properties, please contact the Emmet County Office of Planning, Zoning, and Construction Resources at: 343 Harbor Petoskey Road, Suite E, Harbor Springs, MI 49740, Office: (231) 348-1735, Fax: (231) 439-8933, E-mail: pzcr@emmetcounty.org.
- Use this form for all other zoning permits actions.

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.

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. An occupancy permit is required from the County **prior** to use of the structure – 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 9:00 AM to 1 PM weekdays, or 24/7 in a black mailbox outside the entrance door on Lake Street). Zoning Administrator (**231-526-7361**) office hours are 1:00am-2:00pm on Mondays at the township hall or 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**).

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

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**).

Zoning Administrator: David M. White, How to contact:
PO Box 528, Harbor Springs, MI 49740
Township Hall: (231) 526-7361
Office hours: Most Mondays, 10 AM - 2 PM
Fax: 231-526-0028
E-mail: zoning@westtraversetownship.com

APPLICATION FOR ZONING ACTION (Version 9-10-18)

WEST TRAVERSE TOWNSHIP

Date Received _____

P.O. Box 528

Assigned Case # _____

Harbor Springs, MI 497406

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

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

Sign Permit

Planning Commission:

Special Use Permit

Site Plan Review

P.U.D.

Zoning Change - Map or Text Administrative Appeal

Accessory Building Exemption Other

Zoning Board of Appeals:

Variance

Expand Nonconforming Use

Interpretation

Administrative Appeal

Other

Describe Request:

Contractor: _____ **Project Designer:** _____

COMPLETE and DETAILED DESCRIPTION OF REQUEST:

This section **MUST** be completed

Note: Return 1 copy of the Site/Plot Plan (minimum size 8 1/2" x11") for a zoning permit, or 12 copies for all other requests, plus any other attachments, along with a check payable to West Traverse Township to the Township Hall, 8110 M-119, or to:

David M. White, Zoning Administrator
PO Box 528, Harbor Springs, MI 49740
(231) 526-7361; Fax: (231) 526-0028
E-mail: zoning@westtraversetownship.com

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

Effective 4-1-18

Classification

Fee

Residential Zoning Permit (new, remodel, addition or accessory building): These zoning permits are now issue by the Emmet County Department of Planning and Zoning using its fee schedule

Commercial or Industrial	\$125 base up to 2,000 sq. ft plus \$0.07/sq. ft; maximum permit fee of \$500
Home Occupation	\$50
Accessory Building Exemption	\$50
Land Division	\$100
Platted Lot Division	\$250
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	\$400
Addition or change	\$100 Up to 1,000 sq ft
Addition or change	\$200 Over 1,000 sq ft
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}