

**ZONING PERMIT APPLICATION**

**\*\*\*\*\* INSTRUCTIONS \*\*\*\*\***

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**\*\*\*\* IMPORTANT \*\*\*\*** PLEASE NOTE THAT APPLICATIONS MISSING REQUIRED INFORMATION AND/OR DOCUMENTATION AND/OR FEES WILL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION AND/OR FEES ARE RECEIVED. THE ZONING ADMINSTRATOR HAS 14 DAYS TO CONSIDER IF AN APPLICATION IS COMPLETE AND NOTIFY THE APPLICANT OF MISSING INFORMATION. INCOMPLETE APPLICATIONS THAT ARE NOT COMPLETED WITHIN 60 DAYS OF THEIR ORIGINAL SUBMITTAL DATE WILL BE CONSIDERED 'WITHDRAWN' AND FEES ARE FORFEIT. (Ord Art 14.6.8)

**REQUIRED INFORMATION**

1. **COMPLETED APPLICATION:** A completed application that has been **signed by the applicant**. You may submit your Application for Zoning Permit by email, mail or deliver it to Township Hall.
2. **CHECK FOR APPROPRIATE FEE.** Cash or credit card is not acceptable.
3. **SITE PLAN – DRAWN TO SCALE** (Ord. Art 14.7.2 and 14.21.2) Your submitted Site Plan **must meet** the following **minimum** requirements:
  - A. Show the location, shape, area (in square feet) and dimensions of the property.
  - B. Show the location of any easements, including but not limited to roads, utilities, access, etc.
  - C. Show the location of any existing structures on the property.
  - D. Show the location of the proposed structure to be erected, altered, added to or moved on the property. Dimensions from the proposed structure to the property lines must be shown.
  - E. Show the location of any bodies of water or wetlands.
  - F. Show and dimension the location and length of any existing and/or proposed access easements, roads, driveways, parking areas, etc., both paved and unpaved.
  - G. Show the location of any existing or proposed water wells for both domestic or non-domestic use.
  - H. Show the location of any existing or proposed septic systems.
  - I. The preceding lists the usual, basic requirements, however, the applicant is responsible for complying with all Ordinance requirements.
4. **SITE PLANS** that are drawn on paper larger than 11” by 17” must be submitted in electronic format, that is, as an Adobe 'PDF' file or a 'JPEG' file.
5. **DIMENSIONED DRAWINGS SHOWING THE FRONT, SIDE AND REAR ELEVATIONS OF THE PROPOSED STRUCTURE TO BE ERECTED, ALTERED, ADDED TO OR MOVED ON THE PROPERTY.** These are also required for a county building permit. Such building drawings on paper larger than 11” by 17” must be submitted in electronic format as a 'PDF' or 'JPEG' file.
6. **REQUIRED MINIMUM SUPPORTING INFORMATION / DOCUMENTATION** (Ord. Art. 14.7.2)
  - A. Legal description of the property and proof of ownership, which may be your latest tax bill, a recent survey, the deed to the property or other similar document showing who owns the property.
  - B. Description of any existing or new easements, deed restrictions, deed covenants, home owner agreements, association agreements or the like.
  - C. A statement describing the current and proposed use of the property.
  - D. If the person signing the application is not the property owner, then a written statement from the property owner authorizing the person applying to act on the property owner's behalf.
  - E. A well and septic system permit from the Benzie-Leelanau Health Department.
  - F. A driveway permit application or permit from the Benzie County Road Commission or confirmation from the Road Commission that a driveway permit is not required.
  - G. See INSTRUCTIONS, page 2, for other permits that may be needed in order for your permit application to be considered complete.
  - H. The preceding lists the usual, basic requirements, however, the applicant is responsible for complying with all Ordinance requirements.
7. **PROPERTY CORNERS AND PROPERTY LINES MUST BE STAKED AND MARKED PRIOR TO INSPECTION**



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**8. LOCATION OF PROPOSED BUILDING / ADDITION MUST BE STAKED AND MARKED PRIOR TO INSPECTION**

**9. INSPECTION IS REQUIRED BEFORE CONSTRUCTING ANY PART OF THE PROPOSED BUILDING'S FOUNDATION**

**10. DOES THE CRYSTAL LAKE WATERSHED OVERLAY APPLY?** If the property in question is located within the Crystal Lake Watershed, certain special requirements are applicable, depending on the project. See Ordinance Article XXIV (24) to determine what special requirements may apply to your project.

**11. DOES THE BETSIE VALLEY TRAIL OVERLAY APPLY?** If the property in question is located within the Betsie Valley Trail Area, certain special requirements are applicable, depending on the project. See Ordinance Article XXVI (26) to determine what special requirements may apply to your project.

**12. OTHER PERMITS THAT MAY BE REQUIRED**

- A. SOIL EROSION, SEDIMENTATION AND STORMWATER CONTROL (SESSC) PERMIT.** Issued by Benzie County. Usually required to contain sediment and erosion on sloped property or if project involves disturbing more than an acre of earth at a time and/or moving any earth within 500 feet of a stream, pond or lake.
- B. ENVIRONMENTAL SENSITIVE AREAS.** See Ordinance Article XXII (22) for requirements for projects that lie within areas of environmental concern, such as wetlands, high risk erosion, dunelands, floodplains, or steep slope areas, and lands lying in the Betsie River Natural River District
  - 1. **CRITICAL SAND DUNE PERMIT.** Issued by the DEQ. Not always needed. If your project is in a dune area along a Great Lake, additional requirements not contained in the Township Ordinances may apply. (Note: You may be required to have your SESSC Permit and Benzie-Lelanau Health Department Permit attached to your sand dune permit application)
  - 2. **HIGH RISK EROSION PERMIT.** Issued by the DEQ. Not always needed. Certain areas along the Great Lakes have been designated high risk erosion areas that require setbacks not contained in the Township Ordinances.
  - 3. **INLAND LAKES AND STREAMS PERMIT and/or GREAT LAKES SUBMERGED SHORELANDS PERMIT.** Issued by the DEQ. Not always needed. If your project involves fill, dredging, building docks, etc. on a beach or in the water these permits may be needed.
  - 4. **WETLANDS PROTECTION PERMIT.** Issued by the DEQ. Not always needed. If your project is near or in a wetlands or an area that could be considered a wetlands, or could affect a wetlands; this permit may be required. Ask if you are not sure if you are affecting a wetlands.
  - 5. **WILD AND SCENIC RIVER PERMIT.** Issued by the DNR. This permit is needed if your project is in or within 500 feet of the Betsie River Natural River District and may have additional requirements not contained in the Township Ordinances.
  - 6. **DRAIN PERMIT.** Issued by the Benzie County Drain Commissioner. Not always needed. If your project involves work on, crossing or disturbance of a county maintained drainage swale or culvert, you may be required to obtain this permit.
  - 7. **ARMY CORPS OF ENGINEERS PERMIT.** Issued by the Army Corps of Engineers when a project involves work on or in navigable waters of the Great Lakes and connected to the Great Lakes related to fill, dredging, building docks, dams, water intakes, water outflows, etc.
  - 8. **POLLUTION PREVENTION PLANS, AIR QUALITY CONTROL, WATER QUALITY CONTROL AND GROUNDWATER DISCHARGE PERMITS.** Issued by the DEQ. Not always needed. Needed if your project involves clean or polluted discharge into the air, water or ground (not including septic tanks with under 10,000 gal. per day volumes).

PERMIT No.: \_\_\_\_\_

DATE REC'D: \_\_\_\_\_

**APPLICATION FOR ZONING PERMIT**

FOR FASTER PROCESSING, PLEASE REFER TO INSTRUCTIONS WHEN PREPARING THIS FORM

**TO BE COMPLETED BY APPLICANT:**

Description of Project: \_\_\_\_\_

Location of Project (Street Address or *accurate* directions to site) \_\_\_\_\_

\_\_\_\_\_ Tax Parcel ID Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Zoning District:   R-   Required Setbacks: Front \_\_\_\_\_ feet, Side \_\_\_\_\_ feet, Rear \_\_\_\_\_ feet  
 (See Zoning Map) (See Ordinance Articles V through XIII, that is Articles 5 through 13)

Is this property in an Overlay District or Critical Dune Area? \_\_\_\_ YES \_\_\_\_ NO (See Ordinance Articles XXII, XXIV, XXVII)

**Property Owner(s):**

**Applicant:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Fees Required:**

	List Each New Structure or Addition Separately	Width	Length	Height	Sq. Feet	Fee Due
1						
2						
3						
4						

SITE PLAN ATTACHED: \_\_\_\_ YES WELL/SEPTIC PERMIT ATTACHED: \_\_\_\_ YES Sum of Fees Due =

**SIGNATURES:**

I agree that the information and/or documentation I have provided for this application is, to the best of my knowledge, accurate and true. I will comply with all applicable Federal, State and Local Laws and Ordinances concerning this project. I understand that any noncompliance with said laws or if any of the information and/or documentation provided is found not be true that any zoning permit issued will be rendered null and void and any fees paid forfeit. Further, I agree to notify the Crystal Lake Zoning Administrator before the start of construction and when the locations of the proposed structures or uses are marked on the ground. By my signature, I give permission for officials of Crystal Lake Township, Benzie County and the State to enter the subject property for the purposes of inspection.

Signed: \_\_\_\_\_ Date : \_\_\_\_\_

<b>OFFICE USE ONLY</b>	DATE APP COMPLETE: _____	FEE PAID: _____
	DATE CHKLIST DONE: _____	PAID BY: _____
	LAYOUT INSPECTION: ____ COMPLETED _____	CHECK No.: _____
<input type="radio"/> PERMIT APPROVED	<b>REMARKS:</b>	
<input type="radio"/> PERMIT DENIED		
BY: _____		
DATE: _____		
PERMIT EXPIRES: _____		

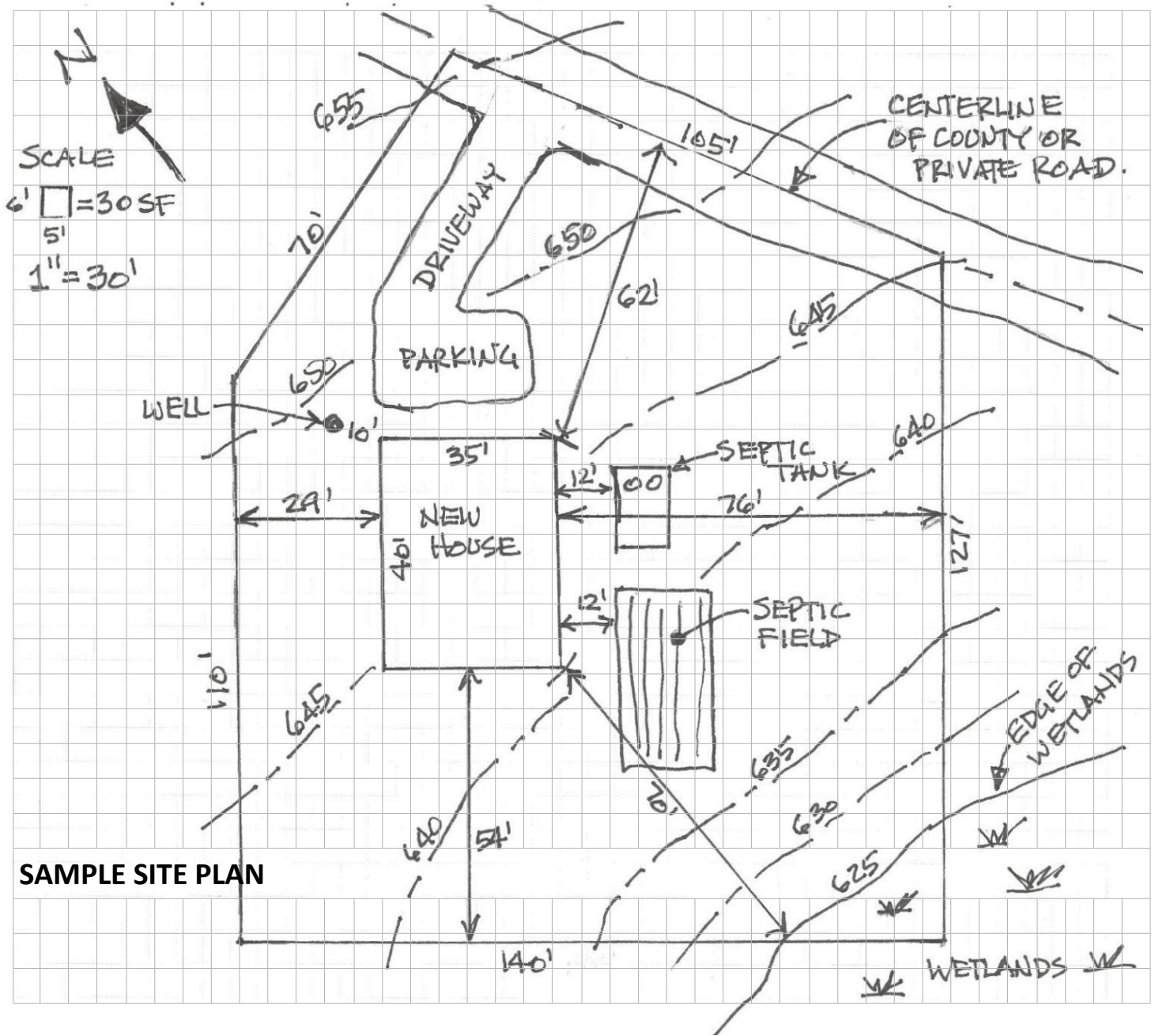
# APPLICATION FOR ZONING PERMIT

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## \*\*\*\*\*SITE PLAN\*\*\*\*\*

**SITE PLAN CHECKLIST** Put a check mark next to each of the following items to indicate that you have included these **minimum requirements** in your site plan. See Ordinance Article XIV, paragraph 14.7.2 for other requirements.

- |   |  |
|---|--|
| 1. Have you shown the scale of your drawing ?                   | 2. Have you drawn in a 'NORTH' arrow? Is it properly oriented?   |
| 3. Do you show <b>front, rear and side</b> property lines?      | 4. Are the property lines dimensioned ?                          |
| 5. Do you show county / township / private roads ?              | 6. Do you locate <b>existing</b> buildings from property lines ? |
| 7. Do you locate <b>proposed</b> buildings from property lines? | 8. Do you show <b>existing</b> contour lines for sloped lots?    |
| 9. Do you show <b>proposed</b> contour lines on sloped lots?    | 10. Do you show <b>existing</b> driveways / easements ?          |
| 11. Do you show <b>proposed</b> driveways / easements ?         | 12. Do you locate shorelines of streams, lakes, wetlands ?       |
| 13. Do you show <b>proposed</b> wells & septic systems ?        | 13. See Ordinance Tables 14.1 & 14.2 for all requirements.       |



**SAMPLE SITE PLAN**

**\*\*\*\*\*SITE PLAN \*\*\*\*\***

