

BAY TOWNSHIP – CHARLEVOIX COUNTY

05045 Boyne City Road • Boyne City, Michigan 49712

Phone (231) 582-3594 zoning@baytownshipmi.org

www.baytownshipmi.org

ZONING PERMIT APPLICATION

PERMIT NO.: _____ **FEE: \$** _____ **DATE RECEIVED:** _____

(Refer to instructions page for fee determination)

GENERAL INFORMATION

NOTE: The Township must inspect the layout of the building(s). Please call the Zoning Administrator (Ron Van Zee) at (231) 497-4701 when the site is staked, and before construction begins. Mail completed application along with appropriate pictures of the site to Bay Township Zoning Administrator, 05045 Boyne City Rd., Boyne City, MI 49712

Property Owner(s) Name: _____

Mailing Address: _____

Telephone Number: () _____

E-mail: _____

Contractor Name (if applicable): _____

Telephone Number: () _____

E-mail: _____

PROPERTY INFORMATION

Property Tax Code Number: 15-001- _____ - _____ - _____

Property Address: _____

Nearest Road Intersection: _____

Zoning District in which property is located: _____

Land Division/Split Involved?: YES NO

PROPOSED USE OF PROPERTY

Use of Proposed Structure(s): _____

New Construction

Reconstruction

Addition

Demolition

Other (Please Specify): _____

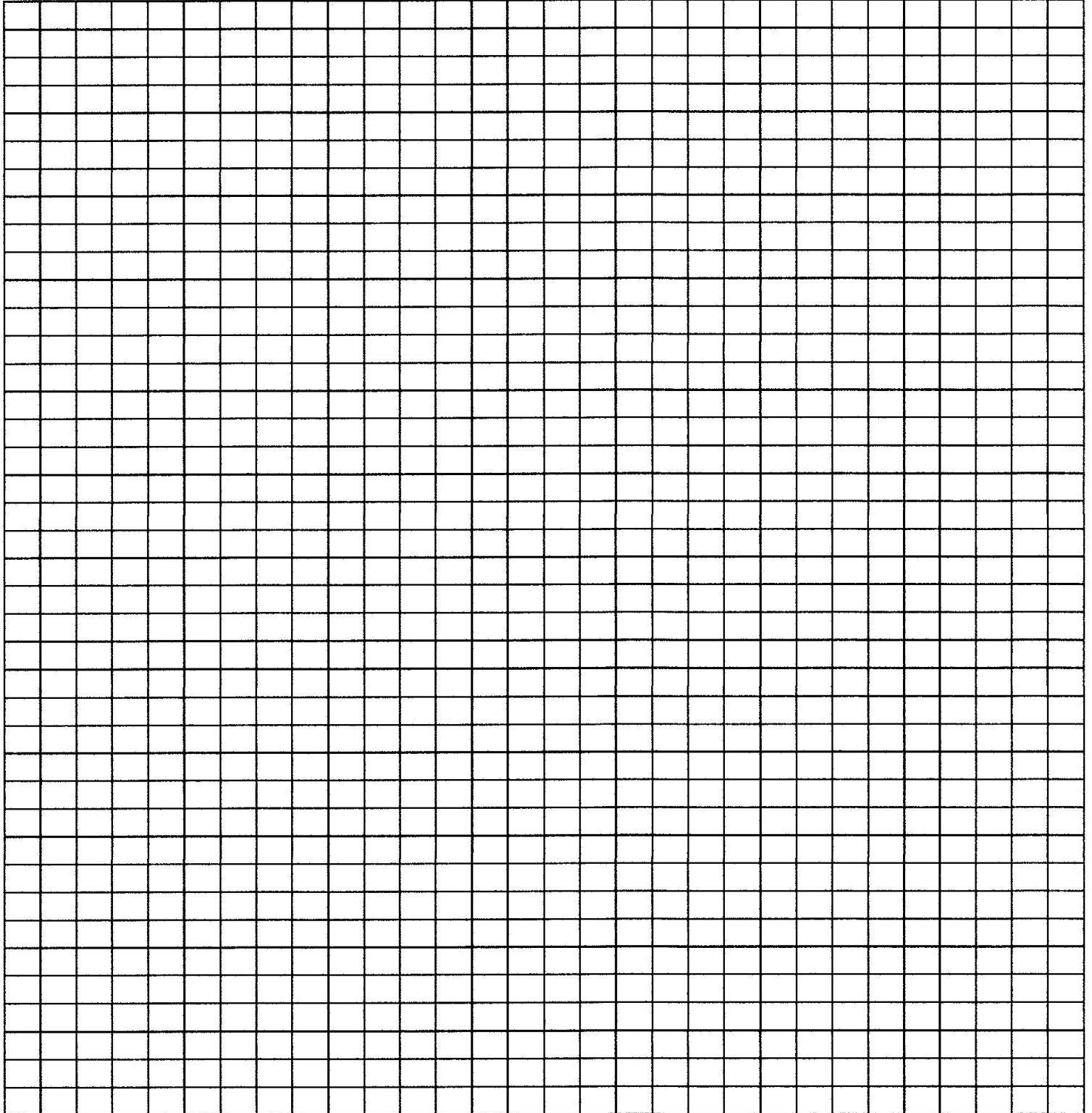
Dimension of Proposed Structure: _____

Cost of Construction: \$ _____

Height of Proposed Structure: _____

Contractor: _____

Submit a drawing on the attached grid sheet or a separate sheet of paper showing lot location (road names, lakeshore, streams, easements, rights-of-way, unusual topographic features), lot dimensions, location and dimensions of all



existing and proposed structure(s), distance between structure(s) and front, rear, and sides lot lines. Located driveway giving distance to nearest side lot line. Also show locations of well, septic tank and drain field.

I hereby agree to comply with the provisions of the Bay Township Zoning Ordinance in the installation, construction, alteration, addition or demolition described herein; and if not the applicant, I hereby certify that the proposed work is authorized by the property owner, and that I have been empowered by the Owner to make this application as his selected agent. Further, the Bay Township Zoning Administrator has permission to enter the property for the purposes of inspection.

Property Owner's Signature(s): _____

Date: _____

Contractor Name (if applicable): _____

Telephone Number: () _____

E-mail: _____

For Office Use Only

Health Department Approval Received: _____ YES _____ NO

Date Application Received: _____

Zoning Permit Granted: _____

Zoning Permit Denied: _____

Reason for Denial: _____

Date Referred to Planning Commission (if applicable): _____

Reason for Referral: _____

Action Taken by Planning Commission: _____
(Attach Copy of Applicable Minutes)

Date Referred to Zoning Board of Appeals (if applicable): _____

Reason for Referral: _____

Action Taken by Planning Commission: _____
(Attach Copy of Applicable Minutes)

Notes and Comments _____

Zoning Administrator's Signature: _____ Date: _____

Zoning Permit Application INSTRUCTIONS

Applications shall be filed in writing with the Zoning Administrator, and shall be signed by the applicant, or by his or her authorized agent. Enclose a check payable to Bay Township General Fund in the appropriate amount. Zoning Permit Fee is as follows:

- \$50 minimum
- \$70 for projects costing between \$20,000 and \$70,000
- \$90 for projects between \$70,001 and \$100,000
- Projects in excess of \$100,000, \$90 plus \$20 for each increment of \$20,000 over \$100,000.
- If a Zoning Permit expires and needs to be re-issued, the Zoning Permit application fee will be ½ of the original Zoning Permit application fee, as long as no changes are made from the original zoning permit application.

The Zoning Permit is valid for one year, from the date of approval.

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 must also be indicated;
- c. The location of shorelines and streambanks;
- 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 all 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 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.

Zoning permits shall be displayed on site before construction begins.

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 and verify if your construction needs a permit. Applications may also be acquired from this agency. Reconstruction of a septic system or replacing a well also require 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. Applications for this permit may be picked up at the Bay Township Hall or by calling the Zoning Administrator. You may obtain your street address from the Charlevoix County Equalization Department.

Driveway Permit - This permit, issued by the Charlevoix County Road Commission, 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 lakeshore or plan to disturb an acre or more of land, you must obtain this permit from the Charlevoix County Building Department. All commercial property must have this permit regardless of location or amount of land to be disturbed.

Other Permits - If you plan to modify a shoreline, you will need permission. Contact the Department of Natural Resources (DNR) Land and Water Management Division for Walloon Lake and the U.S. Corps of Engineers for Lake Charlevoix. If you are considering disturbing a wetland, contact the DNR.

If you are considering dividing your property, contact the Zoning Administrator for a Lot Split Permit application.

- Bay Township Zoning Administrator, Ron Van Zee, 231.497.4701
- Charlevoix County Building Department, 231.547.7236 (building & soil erosion permit)
- NW Mich Community Health Agency, 231.547.6523 (septic permit)
- Charlevoix County Road Commission, 231.582.7330 (driveway permit)
- Charlevoix Equalization Department, 231.547.7230