GLEN ARBOR TOWNSHIP LAND USE PERMIT APPLICATION

Timothy A. Cypher - Zoning Administrator
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(Revised July 2013)

SECTION 1 - Owner / Contractor / Agent Information

Application completed by	Parcels Owner's Name and Mailing Address	Phone Number
Owner ☐ Contractor ☐ Agent ☐		
Application Date	**Contractor's / Agent's Name and Mailing Address, if different than above** **If contractor/agent, provide a letter of authorization from the parcel owner**	Phone Number
Parcel or Tax ID#	Physical Address of Parcel, if different than above	Lot # and Subdivision Name
45-006-		

SECTION 2 - Proposed Structure Information
Foundation measurements only include cantilevers

Current Project Description Type of use				Type of Use	☐ Residential ☐ Agricultural ☐ Storage ☐ Commercial		

	Type of Structure	Width	Length	Height	Stories	Area
Structure Dimensions – identify structure types separately - ie – house, decks, porches, garages, etc..	Structure #1					Ft²
	Structure #2					Ft²
	Structure #3					Ft²
	Structure #4					Ft²

Type of Foundation:	☐ Slab ☐ Crawl	Type of Frame/	☐ Wood ☐ Other ☐ Metal	# of Baths		Total area of new structures	Ft²
	☐ Basement ☐ Piers	Type of Siding	☐ Wood ☐ Stone/Brick ☐ Vinyl	# of Bedrooms			

SECTION 3 - Existing Structure Information, if any
All measurements from foundation or cantilevers.

	Type of Structure	Width	Length	Height	Stories	Area
List all existing structures and area of each even if currently planned work is an addition to an existing structure	Structure #1 # of Baths # of Bedrooms					Ft²
	Structure #2 # of Baths # of Bedrooms					Ft²
	Structure #3					Ft²
	Do existing structures conform to zoning district setbacks? If Yes, please show on Site Plan	☐ Yes	☐ No		Total area of existing structures	Ft²

SECTION 4 - Other Information (please provide copies)

Health Department Permit #		Soil Erosion Permit # Driveway Permit #		MDEQ Flood Zone	#_ _-45-_ _ _ - Yes or No

SECTION 5- Zoning Information
Measurements include overhangs, if any

Parcel is located in which Zoning District?		Complete all Items					
% Permitted Lot Coverage, if any	(A)	Total area of existing & proposed structures	(B) Ft^2	Lot / Parcel Size	(C) Ft^2	Percentage of Lot Coverage	(B/C=D) %
Setbacks REQUIRED by District Regulations If lake frontage , front is always lakeside	Front	Rear	PROPOSED Setbacks			Front	Rear
	Sideyard	Easement Private Road				Sideyard	Easement Private Road

SECTION 6 – Site plan requirements

A site plan and legal description of the lot or parcel must be attached to this application. All setback measurements should be measured from the edge of the overhang, if any, to the nearest point on the adjacent property line. Property lines and structures must be flagged for inspection adjacent to the construction area. The following information must be included on the site plan:

1. Dimensions of parcel with front (roadside), rear, left & right sides clearly labeled
2. Location & dimensions of existing & proposed structures & elevations for height determination
3. Setback measurements of existing & proposed structures
4. Location & dimensions of existing & proposed easements or driveways
5. Location & name of nearest public/private road
6. Location of well, septic and fuel tank, if any.
7. North directional arrow

SECTION 7 – Answer the following questions: attached additional pages as needed

1. Is the physical address of the parcel marked at the site? _____
2. Does the driveway have at least 12 foot of width and overhead clearance?_____
3. Are there deed restrictions on the site that you need to be aware of? _____
4. Have there been any previous known zoning violations on this parcel? _____ If yes, describe _____
5. Have any variances been granted for this parcel? _____
6. Is this a residential parcel adjacent to agriculturally zoned land?_____
7. Circle all environmentally sensitive characteristics existing on the lot or parcel:
   Not Applicable   Wetland   Steep Slope   Lake Michigan Shoreline   Inland Lake or Stream Shoreline

Application is hereby made for a permit to authorize the proposed activity described herein. I understand that the granting of other permits by local, county, state or federal agencies, does not release the property owner from the requirement of obtaining the permit requested hereon before commencing the project. I understand that the granting of a Land Use Permit from Glen Arbor Township does not exempt the property owner from obtaining other permits that may be required by county, state or federal agencies or complying with your existing deed restrictions.

With the granting of the permit for the above, it is agreed that such work will conform to state building codes, zoning and other ordinances of Glen Arbor Township, and that said Township shall not be liable for any resulting damage. Under no condition does the granting of a Land Use Permit suggest that Glen Arbor Township can provide emergency services to the permitted structure or building in the location permitted.

I certify that I am familiar with the information contained in the application, and that to the best of my knowledge and belief such information is true and accurate and in compliance with the Glen Arbor Township Zoning Ordinance. I certify that I have the authority to undertake the activities proposed in this application. By signing this application, I agree to allow a representative of Glen Arbor Township to enter upon said property in order to inspect the proposed project.

Applicant's Signature: _____ Date:_____

Office Use Only:
Date Received _____ Date Processed_____ Fee Amount _____Approved by _____
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