

# REQUIREMENTS FOR A LAND USE PERMIT

The following permits **SHALL ACCOMPANY** the application for a Land Use Permit or a written statement from that Department if a permit is not required.

**DO NOT APPLY FOR A LAND USE PERMIT UNTIL OTHER REQUIRED PERMITS HAVE BEEN OBTAINED. INCOMPLETE PERMIT APPLICATIONS AND DRAWINGS WILL NOT BE ACCEPTED OR PROCESSED.**

1. **RECORDED PROOF OF OWNERSHIP & AUTHORIZATION LETTER FOR WORK FROM OWNER**
2. **ADDRESS CONFIRMATION** – Leelanau County Planning Department – 231-256-9812
3. **ENVIRONMENTAL GREAT LAKES & ENERGY PERMIT (EGLE)**—if applicable 1-231-876-4444
4. **SOIL EROSION PERMIT** - A permit is required for any earth change or disturbance **a.)** within 500 ft. of a water body (lake or stream), **b.)** within 100 ft. of regulated wetland, **c.)** one acre or more in size, **d.)** developing or expanding a driveway with a slope of 10% or greater, and **e.)** involving any commercial use regardless of size, location or slope. 231 256-9783
5. **HEALTH DEPARTMENT PERMIT** - Water and sewer or septic (public or private) 231-256-0200
6. **DRIVEWAY PERMIT** – Leelanau County Road Commission – 231-271-3993
7. **LAND USE PERMIT** – Compliance with zoning requirements of Townships.
  - Glen Arbor 231-360-2557
  - Centerville 231-360-2557
  - Empire 231-360-2557
  - Kasson 231-360-2557
  - Leland 231-360-2557

## 8. LAND USE PERMIT APPLICATIONS TO INCLUDE: ELECTRONIC ONLY

### A. Construction Documents one set of complete building plans to include A):

1. **Foundation plans.**
2. **Floor plans** - Identifying use of each room, location of windows and door openings, location of smoke detectors, location and size of attic access, and dimensions.
3. **Elevations** - front, rear and sides.
4. **Sections** - typical exterior wall section from bottom of footings to roof peak indicating: method of construction materials, structural framing size and spacing, foundation damp proofing, attic/rafter ventilation, roof preparation, and ceiling heights. Include deck and stairway section showing handrails, guardrail height and spacing of intermediate guards, and riser/run of stairs.
5. **Site plan** - drawn to scale showing proposed new construction, existing buildings and dimensions from property lines. New construction areas are required to be staked for compliance verification.
6. **Authorization letter** – from owner, if applicant is contractor.

**PERMITS & ADDRESS MUST BE POSTED PRIOR TO CONSTRUCTION.**

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