



## Glen Arbor Township

Marvin Radtke, Jr. – Zoning Administrator  
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### REQUIREMENTS FOR A LAND USE PERMIT

**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.**

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

1. **RECORDED PROOF OF OWNERSHIP AND AUTHORIZATION LETTER FOR WORK FROM THE OWNER.**
2. **ADDRESS CONFIRMATION** – Leelanau County Planning Department – (231) 256-9812
3. **MICHIGAN DEPARTMENT OF ENVIRONMENT GREAT LAKES AND ENERGY (EGLE) PERMIT**, if applicable – (231) 876-4444
4. **SOIL EROSION PERMIT** – A permit is required for any earth change or disturbance a) within 500 feet of a water body (lake or stream), b) within 100 ft. of a 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 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 Glen Arbor Township – (231) 631-7171
8. **LAND USE PERMIT APPLICATION INCLUDING ONE COMPLETE SET OF CONSTRUCTION DOCUMENTS/BUILDING PLANS. Submit all documents electronically. Construction documents/building plans to include:**
  - a. **Foundation plans.**
  - b. **Floor plans** – Identifying use of each room, location of window and door openings, location of smoke detectors, location and size of attic access, and dimensions.
  - c. **Elevations** – front, rear, and sides.
  - d. **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.
  - e. **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.
  - f. **Authorization letter** – from owner if applicant is the contractor.

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