

APPLICATION FOR ZONING ACTION

MELROSE TOWNSHIP

Date Received _____

04289 M-75 N, P.O. Box 189
Walloon Lake, MI 49796

Assigned Case # _____

**Zoning Administrator: PHONE: (231) 535-2310 ext. 6 FAX: (231) 751-5699
CELL: (231) 340-8177 Email zoning@melrosetwp.org**

Applicants Name _____ Phone _____

Applicants Address _____ E-mail _____

Owner Name (if other than applicant) _____ Phone _____

Owner Address _____

JOB SITE LOCATION: Zone District: _____

Nearest Intersection: _____

Tax parcel # 15-010- _____

Address: _____

<u>FEE</u>	<u>DATE PAID</u>
\$ _____	_____
PLEASE MAKE CHECKS PAYABLE TO MELROSE TOWNSHIP	

Application Referred to:

Zoning Administrator: Zoning Permit Waterfront Overlay

Planning Commission:

Board of Appeals:

Describe Request:

Special Use Permit

Variance

Site Plan Review

Expand Nonconforming Use

P.U.D.

Interpretation

Zoning Map Change

Administrative Appeal

Zoning Text Change

Other

Contractor: _____

COMPLETE DESCRIPTION OF REQUEST: This section **MUST** be completed; it is **REQUIRED**

Attach 1 copy of the Site/Plot Plan (minimum size 8 1/2" x11") for a zoning permit, or 7 copies for all other requests, showing building and property locations and dimensions (including height), all setbacks, well and septic location, streets, and amenities or unique natural features. Also include an electronic copy.

As owner and/or applicant representing the owner, I authorize Melrose Township (staff, appointed board, and/or commissioners, or committee members) to enter upon the subject property for purposes of making inspections related to the project or request identified in this application. If authorized, such inspections or site walks shall be conducted at reasonable hours and times. I certify that all the above information is accurate to my fullest knowledge. I hereby agree to comply with the provisions of the Melrose Township Zoning Ordinance.

X _____
Signature of Applicant

Date

Return 1 copy of the completed form and attachments for a Zoning Permit or 10 copies for everything else, along with a check (payable to Melrose Township) to:

**Zoning Administrator
Melrose Township
P.O. Box 189
Walloon Lake, MI 49796**

For a zoning permit, the following section needs to be completed:

Use of proposed structure: _____ Dimensions: _____

New construction _____ Reconstruction _____ Addition _____ Demolition _____ Other _____

Height of proposed structure: _____ **Contractor**: _____

BOX for office USE ONLY:

Requirements for Special Use Permits, PUD's and Site Plans:

	Date submitted		Date submitted
Required Map	_____	Site Inventory	_____
Engineered Drainage Plan	_____	Fire Dept. Approval	_____
Soil Erosion permit	_____	Wetlands permit	_____
Topographic Maps	_____	Soil Borings	_____
Impact Statement	_____	Site Grading Plans	_____
Fence or Screening Plan	_____	Landscape Plan	_____
Improvement Guarantees	_____	Parking Plan	_____
Health Dept. approval	_____	Road Commission	_____
Other licenses or permits	_____	MDOT approval	_____

RECORD OF TOWNSHIP ACTION:

APPROVED: _____

DENIED: _____

CONDITIONALLY APPROVED, with following conditions:

COMMENTS:

APPROVED BY: _____ DATE: _____

MELROSE TOWNSHIP
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 Melrose Township General Fund, in the appropriate amount. Effective April 1, 2021, the Fee is:

Zoning Permits - based on square footage of construction			
Small, up to \$5,000 construction cost	\$25		Remodel: \$100 base for up to 600 square feet; then + \$0.10/sq. ft. above
After the fact (Construction started before permit is issued)	Triple		New: \$170 base for up to 1,200 square feet; then + \$0.10/sq. ft. above
Waterfront Overlay Land Disturbance permit: more than 50' from water & less than 2 trees removed \$25; \$100 all others			
Signs up to 25 sq. ft. = \$75; over 25 sq. ft. = \$100			
Land Divisions: Administrative \$150; Planning Commission Review \$400			
Site Plan Reviews up to 10 acres and Preliminary PUD Review			\$450
Special/Conditional Use and PUD Final Reviews			\$500
Site Plan Reviews over 10 acres			\$550
Rezoning, Zoning Amendments, and Special Meetings			\$600

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 requires a permit.

Zoning Permit - This permit is basically a land use permit and is designed to protect the values of Township properties. It helps assure proper land use as well as the positioning of structures on the property to protect health, safety and the environment. A Zoning Permit is required for: 1) any structure to be built, moved or demolished and 2) on waterfront property, any land disturbance or vegetation removal/tree cutting. Applications for this permit may be: 1) picked up at the Melrose Township Hall (available 24/7 in the Township Hall Foyer), 2) by calling the Zoning Administrator, or 3) on-line at melrosetwp.org. The “Description of Request”, on page 1, must be provided.

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 lake or stream, 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. If you are considering disturbing a wetland, contact the DNR.

Property Division - If you are considering dividing your property, contact the Zoning Administrator for a Parcel Division application.

- **Zoning Administrator:** Ken Lane, (231) 535-2310 ext. 6
Cell: (231) 340-8177 Fax: (231) 751-5699
e-mail: zoning@melrosetwp.org
P.O. Box 189, Melrose Township, MI 49796
- **Charlevoix County Building Department:** 231-547-7236 (for building and soil erosion permit)
- **NW Michigan Community Health Agency:** 231-547-6523 (for septic & well permit)
- **Charlevoix County Road Commission:** 231-582-7330 (for driveway permit)
- **Charlevoix Equalization Department:** 231-547-7230 (for address and number sign)