



A friendly, progressive open space community

ZONING PERMIT APPLICATION

PERMIT #: _____

Application is: APPROVED DENIED*

Date of Decision: _____

Zoning Official's Signature: _____

Select Permit Types(s) for this Application Request: (Check all that apply)

Residential Nonresidential

- Erect (new structure) Expand (addition to existing structure)
 Dwelling - (Type) Primary Accessory Temporary Multi-family
 Accessory Structure - (Type) Attached Detached Demo - (Type) Full Partial
 Signage Land Alteration (Excavate/Fill) Waterfront Lot Structures under 200 sq. ft.
 Fence Tree Removal Low Impact Recreational Facility
 Class A Nonconforming Designation Request Home Occupation (list type below in details area)

Project Description:

Building/Structure Type: _____ Dimensions:(L x W) _____ X _____ Sq. Ft. _____

Additional Details: _____

Anticipated date project area will be staked/marked on site for inspection: _____

Anticipated project costs: \$ _____

Property Information:

Parcel Number: #015-005- _____ - _____ - _____

Lot Size: (area) _____ Sq. Ft. OR, Acreage: _____ ZONING DISTRICT: _____

Waterfront Lot? YES NO | Located in a Steep Slopes Area? YES NO | On Private Road? YES NO

Parcel Address: _____

Property Owner Information:

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP _____

Mobile Phone: _____ Email Address: _____

Applicant/Agent Information: (if different from property owner/i.e. builder or contractor acting as agent for owner)

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP _____

Mobile Phone: _____ Email Address: _____

Contractor Information: (if not listed as applicant) Builder's License #: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP _____

Mobile Phone: _____ Email Address: _____

Proof of Ownership, showing legal description of parcel: *(please check & attach one of the following)*

- Copy of Deed, Current year tax bill, Abstract of Title, Land Contract Deed

SITE PLAN *(use Page 4 or attach P.E. drawings)* **What is the impervious surface area?** (in Sq. Ft.) _____

On the SITE PLAN page, please provide a detailed drawing to scale showing all existing and proposed structures, including dimensions and height for each, with distances from lot lines, roads, bodies of water, and distances between structures clearly indicated. Also include an impervious surface area calculation expressed as a % of total lot size. This calculation includes all existing and proposed structures which cover the ground surface, such as but not limited to, the building footprint area, paved driveways, cement walkways, and patios.

Please Note:

The issuance of a zoning permit does not eliminate the need of the property owner or their agent(s) to obtain all applicable State and/or Local permits before commencement of construction. Please contact State and/or Local agencies, such as the Michigan DNR, Michigan EGLE (formerly DEQ), the Charlevoix County Dept. of Building Safety, and the Health Department of Northwest Michigan, directly with questions about permitting requirements.

Certification:

I certify that I am the owner of record, or have been authorized by the owner of record to make this application as his/her agent, and the information provided herein is accurate to the best of my knowledge; and that all construction will conform with the Evangeline Township Zoning Ordinance and all other applicable laws and requirements, as well as with the project description contained in this application. I hereby give authorization to the Zoning Administrator and other Township Officials to access/enter onto the parcel referenced in this application to make such investigations and tests as they deem necessary.

Signature: _____

Parcel Owner, or Authorized Agent for Parcel Owner Date: _____

ACKNOWLEDGEMENT

No building or structure shall be erected, structurally altered, reconstructed, used or moved, nor shall any excavation, tree removal or filling of land commence until a Zoning Permit has been issued. Any Zoning Permit under which substantial construction has not started or been done in furtherance of the permitted project, shall expire after twelve (12) months from date of issue. Any Zoning Permit issued pursuant to this application may be revoked or cancelled, upon written notice by the Zoning Administrator, for failure or neglect to comply with the provisions of the Evangeline Township Zoning Ordinance or with the terms and conditions of the zoning permit.

All materials included with this application hereby become part of this application. Applicant/landowner shall be responsible for movement/relocation of footing placement when found to be noncompliant with property zoning and/or required setbacks from any roadway or property boundaries.

I have read and understand the acknowledgement and hereby agree to comply with all of the terms and conditions of any zoning permit issued in conjunction with this application.

Signature: _____ Date: _____

For TWP Use Only:

Application Fee Amount: \$_____ Received Date: _____ Check or Cash

Receipt Number: _____ CC: Co. Building Dept.: _____ N/A

**If application was denied check reason & list date of notification: Notification Date: _____*

Denial Reason: Incomplete application, ZBA variance required, PC Site Plan Review/Special Use required,

Project noncompliance w/Ordinance Standards, Other: _____

PLEASE COMPLETE THE QUESTIONS BELOW AND READ & SIGN THE ACKNOWLEDGEMENT

These questions will help determine what other permits may be required prior to beginning your project.

- 1. Is this project an addition to an existing house? YES / NO
- 2. Will the addition include new or expanded #of bedrooms or sleeping space? YES / NO
- 3. Does this project include a new well or septic? YES / NO
- 4. Does this project include an upgrade, repair/replace or expansion of an existing well or septic? YES / NO
- 5. Is this project a new home constructed on a previously vacant lot or parcel? YES / NO
- 6. Do you plan to live in a manufactured house on site as a temporary dwelling during construction? YES / NO
- 7. Does this project include an accessory dwelling unit intended to be used as a short-term rental? YES / NO
- 8. Does this project impact any wetlands, or is it located in the floodplain? YES / NO
- 9. Does this project impact any area below the ordinary high-water level of any river, lake, or stream? YES / NO
- 10. Is this project within 100 feet of a body of water? YES / NO
- 11. Will this project require a soil excavation area in excess of 1 acre? YES / NO
- 12. Will this project include any excavation within 500 feet of any river, lake or stream? YES / NO
- 13. Does this project include the construction of any structure which is 200 sq. ft. or larger? YES / NO
- 14. Does this project include the demolition of part or all of an existing structure? YES / NO
- 15. Does this project include construction of a structure less than 200 sq. ft. on a waterfront lot? YES / NO
- 16. Is this project a manufactured home or mobile home? YES / NO
- 17. Waterfront lots: is a conforming Natural Vegetation Waterfront Buffer Strip currently present? YES / NO

If you answered YES to any of these questions, an Evangeline Township Zoning Permit is REQUIRED for your project.

Zoning Admin to review this section with the applicant:

Has a SITE PLAN REVIEW (SPR) been previously approved for this project? YES NO
(if YES, please list date and case number) SPR approval date: _____ SPR Case#: _____

Has a VARIANCE been previously granted for this project? YES NO
(if YES, please list date and case number) ZBA approval date: _____ ZBA Case#: _____

Is this a RENEWAL request for a previously issued zoning permit? YES NO
(if YES, please list issue date and permit#) Permit Issue Date: _____ Zoning Permit#: _____

Does this request pertain to a nonconforming lot or structure? YES NO
If YES, has a Class A designation been approved? YES NO
If Class A designation is not on file, is one being applied for with this application? YES NO N/A

Notes:

Twp. Zoning Permit Application

Plot or site plan drawing

(Draw or attach)

Project Info: _____

Zoning District: _____

- Shape of lot to scale
- Dimensions of Buildings to scale
- Location, shape size of all buildings present & to be erected
- Lot access and driveway drawn to scale
- Location of well & septic (or proposed well and septic)
- Existing and intended use of lot and buildings
- Clearly mark new construction on drawing
- Other information concerning lot or adjoining lots as necessary



Proposed structure dimensions:
 Length: _____ feet
 Width: _____ feet
 Height: _____ feet
 % of TOTAL Impervious Surface Area: _____

Please be aware that depending on the details of your project, various permitting, through multiple agencies, may be required in addition to a zoning permit!

Examples of types of projects that would require additional permits from various other agencies.

- ✓ New homes, additions to existing homes, demolition (full or partial) of homes or accessory buildings, new accessory buildings, or additions to existing accessory buildings, attached or detached structures, such as decks, patios, and fences: all may require local township zoning permits, county building permits, health department permits for new homes or if adding bedrooms in an addition to an existing home.
- ✓ EGLE (formerly DEQ) permits for any construction taking place in a wetland, floodplain or shoreline.
- ✓ Soil erosion permits for excavation and earth disturbance within 500’ of a river, lake or stream.

If you answered YES to ANY question on page 3, an Evangeline Township Zoning Permit Application must be completed and submitted to the Zoning Office and a permit must be obtained *prior* to the commencement of any work on the project.

If you answered YES to ANY question you must contact the Charlevoix County Department of Building & Safety for any applicable building, electrical, mechanical or plumbing permit applications and associated fee information.

If you answered YES to questions #1 through #5, please contact the Health Department of Northwest Michigan for permitting requirements and fee information for well and septic projects.

If you answered YES to question #6, a second zoning permit will be required, one for the construction project and one for the manufactured house as a temporary dwelling.

If you answered YES to question #7, a Short-term Rental License is required. Please visit our website at <http://www.evangelinetwp.org/> and read the Evangeline Township Short-term Rental Licensing Ordinance No. 2021-09-20 and complete the application process on the website for a Short-term Rental License.

If you answered YES to questions #8 or #9, please contact the Michigan Department of Environment, Great Lakes and Energy (EGLE) for permitting requirements and fee information.

If you answered YES to questions #10, #11 or #12, a soil erosion permit may be required. Please contact the Charlevoix County Department of Building and Safety for permitting requirements and fee information.

If you answered YES to question #17, congratulations! You are doing your part to help keep our shorelines naturally beautiful and protected, please contact the township Zoning Admin for any additional permitting, approval or inspection requirements.

Charlevoix Co. Dept. of Building & Safety

301 State St., Suite #5
 Charlevoix, MI 49720
 231-547-7236 (M-F, 7am-4pm)

Health Dept. of Northwest Michigan

220 W. Garfield Ave.
 Charlevoix, MI 49720
 231-547-6523 (M-F, 8am-5pm)

Army Corps of Engineers, Detroit

USACE
 P.O. Box 1027
 Detroit, MI 48231
 313-226-2218

EGLE – Water Resource Division

Gaylord District Office
 2100 West M-32
 Gaylord, MI 49735
 989-731-4920

Please contact the applicable agencies, directly, for any questions regarding their permitting process and any associated fees.

Application instructions and checklist of items and details to include on or with application

Please complete the application form in its entirety before submitting. Only leave information areas ‘blank’ if it does not apply to your project.

ZONING DISTRICT (ZD):

If you do not know the ZD of your parcel, look in the Evangeline Township Zoning Ordinance (Section 4.02 – Zoning Map) page IV-2 for the district map. Ordinance is available on our website, <http://www.evangelinetwp.org/> or call the zoning office for assistance, at 231-582-0337

Zoning District (ZD) Identified:

- GB – Glenwood Beach
- R-1 – General Residential
- I - Industrial
- P – Pinehurst Waterfront Residential
- W – Walloon Waterfront Residential
- MU – Mixed Use
- K – Kriegerville Waterfront Residential
- RRF – Rural Residential/Farm Forest
- SWB – Springwater Beach
- R/CS – Recreation/Community Service

PLOT SKETCH or SITE PLAN in a scale sufficient to clearly detail:

- Boundary lines depicting shape & size of subject parcel with footage/distance notation of each lot line
- Location and dimensions of proposed project
- Location and dimensions of all existing buildings/structures on parcel
- Height of all buildings or structures
- Notation of all distances between building/structures and between buildings and lot lines of parcel
- Location of existing driveway access and any proposed new driveway access
- Width and alignment of all easements for utilities, roads, and public open spaces on or abutting parcel
- Location and dimension of existing and/or proposed septic system on the parcel
- Location of any wet lands, ponds, creeks, lakes and rivers on or within 100 ft. of property
- Location of wells, septic systems, and drain fields on adjoining properties if located within 50 ft. of parcel
- Properties under 2 acres may require a legal survey (at the discretion of the Zoning Administrator)

Additional Requirements:

- Copies of permits or waivers of permits by other agencies as may be required by statute and/or by the Zoning Administrator (See **pages 3 & 5** for other permit info & contact the appropriate agency for permits required)
- The location of the property boundaries and all proposed structures for the project shall be staked on the ground for the Zoning Administrator approval prior to the issuance of the Zoning Permit
- If the property owner plans to live on the premises in a manufactured house as a temporary dwelling during construction, a Temporary Dwelling Occupancy permit is required in conjunction with the zoning permit

Permit applications will not be processed until all applicable fees have been paid

Evangeline Township Zoning Fee Schedule is available on our website, <http://www.evangelinetwp.org/>

ARE YOU READY TO SUBMIT YOUR APPLICATION?

- ✓ Do you have all of the above items completed on your application & copies of other required permits prepared to submit with this application?
- ✓ Did you answer questions 1 – 17 on page three (pg.3) of the application?
- ✓ Did you READ the Acknowledgement section and sign it as required?
- ✓ Did you include a check, payable to Evangeline Township, for the permit fees?
- ✓ If you answered **YES** to all of the above, congratulations! You are now ready to apply. 😊
- ✓ Please submit pages 1 – 4 along with any supporting documents required.
- ✓ **Pages 5 & 6 are for you to keep for your records. Thank You!**