

## South Branch Township Annual Camping Permit Application Check List

**South Branch Township Zoning Ordinance, Section 3.06.3:** *Overnight camping, with a single recreational unit, on private property without a dwelling unit shall be an allowable permitted use in FF and RC districts and an allowable special use in the MR and LDR districts without restriction on the number of nights in a calendar year, subject to all of the following conditions:*

- A. *An annual Long-Term Camping Permit must be obtained from the Township.*
- B. *Parcel owner agrees to pay the SBT refuse fee assessment in conjunction with an approved Annual Long-Term Camping Permit. \**
- C. *The recreational vehicle must meet all setback requirements.*
- D. *Fresh and waste water disposal must meet District Health Department #10 requirements.*
- E. *Minimum lot size is 1.0 acres.*
- F. *The recreational vehicle must have a valid license tag and be operable.*
- G. *The recreational vehicle must not be used as a permanent dwelling unit.*
- H. *Must comply with the South Branch Township Blight Ordinance and Noise Ordinance.*
- I. *Campfires must be contained in a metal ring.*

*\*By submitting a signed application, you hereby agree to have the refuse fee assessment added to your tax bill for a one-year duration for each year you obtain or renew your Annual Long-Term Camping Permit. The Refuse fee assessment on the tax bill will be billed in arrears of the camping permit term, beginning with the Winter Tax bill.*

**Tips:** Please take a moment to go through the following check list prior to completing and submitting the attached application for an annual camping permit. If you have any questions over the application documents, the approval process, or the South Branch Township Zoning Ordinance, please do not hesitate to contact our office. Our office hours are M – F from 9:00 a.m. to 12:00 noon. Additionally, we may be contacted via email at [zoningadmin@southbranchtownship.com](mailto:zoningadmin@southbranchtownship.com) Thank you for your time in completing this application and for your cooperation throughout this process.

### Instructions and Check Sheet

#### Proof of Ownership

- Provide proof of ownership for subject parcel. Please provide one of the following:
- Copy of Deed, showing current ownership
  - An Abstract of Title

#### Zoning District Maps

Located at our website: [southbranchtownship.com](http://southbranchtownship.com). Using the Township/Range/Section designation of the parcel # (also found in the legal description) find the parcel in the ‘Maps’ section of our website. Check the appropriate box for the Zoning District below:

- Zoning District Identified:**
- CB - Commercial Business (Red)
  - FF – Farm Forest (Gray)
  - LDR – Low Density Residential (Pale Yellow)
  - MR – Mixed Residential (Orange)
  - RC – Resource Conservation (Green)
  - SC – Stream Corridor Overlay (Hashed Gray-will be within 400’ of rivers)

**A plot sketch or site plan in scale sufficient to clearly detail:**

- Location and dimensions of all recreational units and accessory structures on parcel.
- Boundary lines of all adjoining parcels of land under separate ownership.
- Location of existing driveway access and any proposed new driveway access.
- Location and dimension of existing sewage disposal facility or any newly proposed sewage disposal facility to be installed on the parcel.
- Location of any wet lands, ponds, creeks, lakes and rivers on or within 100 feet of property.
- Properties under 2 acres may require a legal survey (Zoning Administrator to check this box if deemed necessary)

**Additional Requirements:**

- Payment of the refuse fee assessment in conjunction with the approved ALTC permit.
- Copies of all associated DHD#10 approved permits must be submitted to the zoning office upon application for or renewal of an annual camping permit.
- The recreational unit must adhere to all setback requirements.
- The recreational unit must have a current, valid license tag and be operable.
- The recreational unit must **not** be used as a permanent dwelling unit.
- The recreational unit and surrounding campsite area must comply with all South Branch Township Ordinance(s) prohibiting blight, noise, and nuisances.
- Campfires must be contained in a metal campfire ring.
- Payment of the \$100 permit fee for an Annual Long-Term Camping Permit (ALTC).
- Applicant agrees to an annual inspection of the recreational unit and surrounding campsite area to be performed by the Zoning Administrator.
- Applicant agrees to an annual Fire Wise Audit inspection (FWAI), by the South Branch Fire Department, of the campsite prior to approval of the 1<sup>st</sup> Annual Camping Permit and then annually upon request for each renewal period of said permit.
- If utilizing an RV dump station for waste disposal, copies of receipts must be submitted to the Zoning Administrator upon request for renewal of permit. \*See note below regarding RV dump station receipts.

**Conditions:** The Planning Commission and Zoning Board of Appeals may attach reasonable conditions on the discretionary zoning decisions under their jurisdiction. (See section 10.03 of Zoning Ordinance for further details.)

**RV Dump station note:** There are several locations in the surrounding area that will accept RV waste material via a dump station. However, you may need to request a receipt when utilizing a dump station as many service providers do not automatically provide a receipt since they may not charge a fee for this service. A receipt which reflects a date, location, and volume dumped is required as proof that waste is being managed in a manner that is acceptable to both the DHD#10 and SBT.

**PLEASE NOTE:** The issuance of a zoning permit does not eliminate the need of the property owner to obtain applicable State and/or Local permits prior to commencing camping. Therefore, it is highly recommended that the property owner contact State and/or Local agencies (including but not limited to the Michigan DNR/DEQ, Crawford County Building Department, and local health department) to determine whether additional permits are required.



5245 N. M-18  
PO Box 606, Roscommon, MI 48653  
P: 989-275-8232 | F: 989-275-4860

Zoning Admin Use Only	
Rcpt#	_____
PA-SV	_____
Refuse	_____
SBTFD	_____
Permit#	_____

## South Branch Township Annual Camping Permit Application

### Property Owner Information:

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_, Zip: \_\_\_\_\_

Mailing Address: (if different from above) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_, Zip: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_, Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

### Property Information:

South Branch Township: T \_\_\_\_\_, R \_\_\_\_\_, Section: \_\_\_\_\_

Parcel Number: \_\_\_\_\_:

Property Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Stream Corridor Overlay? Y / N Acreage: \_\_\_\_\_

### Recreational Unit (RU) Information:

Type of RU (i.e. Travel Trailer/RV; Truck camper; Motor home/coach): \_\_\_\_\_

RU is:  Motorized (self-powered), or  Trailer (must be towed)

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State:  MI or  other (specify) \_\_\_\_\_

RU is registered in the name of: \_\_\_\_\_

Registration Effective date: \_\_\_\_\_ Registration Expiration date: \_\_\_\_\_

DL # \_\_\_\_\_ Driver's License Expiration date: \_\_\_\_\_

Insurance carrier: \_\_\_\_\_ Policy#: \_\_\_\_\_

Policy Effective date: \_\_\_\_\_ Policy Expiration date: \_\_\_\_\_

**\*Note:** RU must have a valid insurance policy for permit to be approved.

### Potable Water & Waste Disposal Info:

Have Permits been issued for Well & Septic by District Health Department #10?  YES  NO

*\* Please attach copies of well & septic permit to application. NOTE: Well & Septic permits are required for approval of any annual camping permit.*

### Campsite Info:

Is campsite equipped with any of the following? (Please check all that apply):  Metal fire-ring,  Shed (under 200 sq. ft.),  Electric hook-up,  Pressurized well,  Hand pump,  Septic system,  Earth privy (outhouse),  Cement slab

On the following page, draw a plot plan depicting the campsite and location of all recreational units. The scale shall be of sufficient size as deemed by the Zoning Administrator to make a judgment that the application meets the requirements of the ordinance. Additional plot plan requirements are outlined in the attached checklist.



**Campsite Plot Plan**

- Shape of lot to scale.
- Dimensions of recreational unit to scale
- Location, shape size of all units to be parked.
- Lot access and driveway drawn to scale.
- Location of well & septic (or proposed well and septic)
- Existing and intended use of lot
- Any accessory structures (must be under 200 sq. ft.)
- Other information concerning lot or adjoining lots as necessary.

I am the owner of record or, hereby certify that I have been authorized by the owner to make this application as his/her authorized agent, and that we agree to conform to all applicable ordinances of South Branch Township. I hereby give permission to both the Zoning Administrator and the Fire Wise Audit Inspector to enter my property for inspections.

**Owner:** (signature) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Wise Inspection Date:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_

**Please take note:** The issuance of this zoning permit does not eliminate the need of the property owner to obtain applicable State and/or Local permits before commencing camping. Therefore, it is recommended that the property owner contact State and/or Local agencies (including but not limited to the Michigan DNR/EGLE, Crawford County Building Department, and local health department) to determine whether additional permits are required.

**Approved/Denied by Zoning Office:** \_\_\_\_\_, **On Date:** \_\_\_\_\_

**\*\* Associated Permit issued is valid for a period of 1 year from approval date. \*\***