

For SBT Use Only:

Zoning Office:
 Receipt #: _____
 Amt: \$ _____
 Cash _____ or Check# _____
 ZP # _____
 Sent to SBT FD: _____

Fire Dept: _____ Date(s) _____
 FWAI Req. _____
 FWAI Comp. _____
 Inspector: _____
 Ref #: _____
 Sent to ZA: _____

ZO Stamp

SBT ZONING PERMIT APPLICATION

Select Permit Type(s) for this Application Request:

- | | | |
|------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Erect (new structure) | <input type="checkbox"/> Driveway | <input type="checkbox"/> Demolition – <input type="checkbox"/> Full / <input type="checkbox"/> Partial |
| <input type="checkbox"/> Extend (addition to existing structure) | <input type="checkbox"/> Signage | <input type="checkbox"/> Repair – <input type="checkbox"/> Replace – <input type="checkbox"/> Remodel |
| <input type="checkbox"/> Land Alteration/Stream Corridor | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Temporary Use/Special Event |
| <input type="checkbox"/> Temporary Dwelling Occupancy (TDO) | <input type="checkbox"/> Annual Camping | <input type="checkbox"/> Temporary Camping |

Project Description:

Building/Structure Type: _____ Dimensions: _____ Sq. Ft. _____

Additional details: _____

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

On the SITE PLAN page, (pg. 4) please provide a drawing to scale showing all existing and proposed structures in detail with dimensions and distances from lot lines clearly indicated.

If this request is for the RENEWAL of a previously issued zoning permit check this box and provide old permit # _____

Proof of Ownership: (please indicate one of the following)

- Copy of Deed, Most recent tax bill, Abstract of Title, Land Contract Deed

Please provide all of the information requested in this section:

Property Information:

Parcel Number: (14-digit tax code - not the lot#) _____ - _____ - _____ - _____ - _____

Map Township/Range: T _____, R _____, Section: _____, Acreage: _____

Parcel Address: _____

Zoning District: _____ Stream Corridor Overlay? YES or NO

Property Owner Information:

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP _____

Phone Numbers: Home: _____ Alt.: _____ Mobile: _____

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

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP _____

Phone Numbers: Home: _____ Alt.: _____ Mobile: _____

Please provide the information requested in this section only if applicable to your application request:
This section is applicable for either Camping type & Temporary Dwelling Occupancy (TDO)

Recreational Unit (RU) Information: *(both camping types & TDO)*

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 registered in the name of: _____ Registration Expires: _____

Driver's License #: _____ DL Expiration Date: _____

Insurance Carrier: _____ Policy #: _____

Policy Effective Date: _____ Policy Expiration Date: _____

Temporary Dwelling Info:

I (we) plan to live in a temporary dwelling on the above referenced parcel during the construction or remodel of a primary dwelling unit: YES or NO | * List type of temporary dwelling to be utilized: _____

Installation of a District Health Department #10 permitted and approved well and septic system shall precede occupancy of the temporary dwelling. Copies of approved DHD#10 permit are attached to this application request. YES or NO

FOR TEMPORARY CAMPING:

Number of days RU will be on the parcel: _____ Date RU will be removed: _____

FOR ANNUAL CAMPING:

Potable Water & Waste Disposal Info:

It is a requirement of all annual camping permits issued that fresh water supply and wastewater disposal must meet District Health Department #10 requirements. *Please attach copies of DHD#10 approved permits to this application.

Has a permit for a Well been issued & approved by the DHD#10? YES or NO

Has a permit for a Septic system been issued & approved by DHD#10? YES or NO

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, Other (specify): _____

Please Note: *The issuance of a zoning permit does not eliminate the need of the property owner or their agent(s) to obtain applicable State and/or Local permits before commencing construction. Therefore, it is recommended that the property owner or their agent(s) 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 if additional permits are required.*

I am the owner of record, or hereby certify that I have been authorized by the owner to make this application as his/her agent, and that we agree to conform to all applicable ordinances of South Branch Township. I hereby give authorization to both the Zoning Administrator and Fire Wise Inspector to access/enter onto the parcel referenced in this application.

Signature: _____

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

Please read & sign the 'Acknowledgement' page.

PLEASE COMPLETE THE QUESTIONS & READ & SIGN THE ACKNOWLEDGEMENT

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

- 1. Is this project an addition to an existing house? YES / NO *If no skip to question #3*
- 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, replace/repair 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 temporary shelter, such as an RV/Camper, on-site, during new construction or remodel of primary dwelling? YES / NO
- 7. Is this project an addition or alteration to an existing, or new accessory structure, which includes a finished area that can be used as living space? YES / NO
- 8. Will this project impact any wetland areas, the floodplain, or any area below the ordinary high-water mark (OHWM) of any river or inland lake? YES / NO
- 9. Is this project within 400' of a river, or does it impact the vegetation buffer (within 75' of the OHWM) or does it include the placing of fill or a change in land use? YES / NO
- 10. Will this project include any earth disturbance within 500' of any river or lake? YES / NO
- 11. Is this a 'Public Project' within 400' of a river? YES / NO
- 12. Does this project include construction of any structure, which is 200' sq. or larger? YES / NO
- 13. Does this project include the demolition of part or all of an existing structure? YES / NO
- 14. Does this project include construction of a structure less than 200' sq. on a parcel or lot located in the Stream Corridor Overlay (SCO) zoning district? YES / NO
- 15. Is this project a manufactured home or mobile home? YES / NO

ACKNOWLEDGEMENT

Zoning Permits in Relation to Building Permits:

Prior to the issuance of a building permit in South Branch Township, it shall be necessary for any applicant to first apply for and obtain a zoning permit from the Zoning Administrator in accordance with the provisions of the South Branch Zoning Ordinance of 2007 (and revisions). All buildings, new or renovations, for commercial, residential, agricultural, or accessory buildings must obtain a building permit prior to starting construction. All new buildings or structures must comply with the South Branch Township Zoning Ordinance.

Temporary Dwelling Occupancy Permits:

Issuance of a temporary dwelling occupancy permit is done so contingent upon the issuance of a zoning permit for a bona fide primary dwelling construction or remodel project which conforms to all applicable South Branch Township zoning regulations and contingent upon commencement of construction of that permitted project prior to the expiration date of the Temporary Dwelling Occupancy Permit. *Addendum to be signed will be provided by Zoning Admin upon application.*

All Zoning Permits, Camping Permits, and Temporary Dwelling Occupancy Permits:

The Zoning Administrator has the authority to revoke or cancel any Zoning Permit, or refuse to renew a TDO permit in case of failure or neglect to comply with the provisions of the Ordinance, or in the case of a false statement or misrepresentation made in the application.

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: _____

SBT 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 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

Stories: _____ No.

Total Sq. Ft. of Area: _____

Living area in Accessory Structure? YES / NO

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 (partial or full) of homes or accessory buildings, new accessory buildings, or additions to existing accessory buildings, attached or detached accessory structures, such as decks, patios, and fences: all require local township zoning permits, county building permits, health department permits for new house or if adding bedrooms for addition to a house. EGLE (formerly DEQ) permit if any construction taking place in wetland or floodplain. Soil erosion permits for excavation and earth disturbance within 500' of a river or body of water.
- ✓ Dock, staircase into water, shoreline stabilization, or other project in the water: Local (SBT) Natural River zoning permit, and EGLE permit.
- ✓ Placement of fill: EGLE permit if in wetland or floodplain, twp. NR zoning permit, soil erosion permit.
- ✓ Public projects, such as public road-stream crossings, access site development/improvement, twp./county/federal projects, large scale in-stream habitat projects, requires utility/public project Natural Rivers permit directly from DNR

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- If you answered **YES** to **ANY** question on **page 3**, a **South Branch Township Zoning Permit Application** must be completed and submitted to the Zoning Office prior to the commencement of work on the project.
 - If you answered **YES** to **ANY** question you must contact the **Crawford County Building Department** for any applicable building permits and associated fees.
 - If you answered yes to any question #1 through #5, please contact the District Health Department #10 for Crawford County for additional information and/or required permits.
 - If you answered yes to #6, you will need a Temporary Dwelling Occupancy Permit from the Township along with the zoning permit.
 - If you answered yes to #7, this constitutes an Accessory Dwelling for which a zoning permit is required and the living space must not exceed 850 square feet. Other rules apply, see Section 3.07 Second dwelling on a Parcel in the SBT Zoning Ordinance.
 - If you answered yes to #8 or #9 please contact the EGLE and MDNR for additional information and/or required permits prior to commencement of the project.
 - If you answered yes to #10, please contact the Crawford County Building Department for additional information regarding Soil Erosion and required permits.
 - If you answered yes to #11, please contact the MDNR for additional information and/or required permits.

District Health Department #10

501 Norway Street
Grayling, MI 49738
P: 989-348-7800

Environment, Great Lakes & Energy (fka: MDEQ)

Water Resource Division
2100 W. M-32
Gaylord, MI 49735 | P: 989-731-4920

Crawford County Building Dept.

200 W. Michigan Ave
Grayling, MI 49738
P: 989-344-3233
F: 989-348-1016

Michigan Dept. of Natural Resources (MDNR)

Natural Rivers Program
Oden State Fish Hatchery
8258 S. Ayr Rd.
Alanson, MI 49706 | P: 231-348-0998 or 231-347-4689

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.

Regarding PID# & Zoning District (ZD) Info:

If you do not know the ZD of your parcel, it can be found in the Maps section of our website:

www.southbranchtownship.com. Use the Township/Range/Section designation of your parcel # (PID) which can be found on your most recent tax bill, to find the appropriate map on the website.

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)
- SCO – Stream Corridor Overlay (Hashed Gray-will be within 400' of rivers)

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 temporary shelter during construction, a TDO permit is required in conjunction with the zoning permit

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

SBT Zoning Fee Schedule is available at our website www.southbranchtownship.com

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 – 15 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 South Branch 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**