

## South Branch Township Zoning Permit Application Check List

**South Branch Township Zoning Ordinance, Section 3.26:** *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 renovation for commercial, residential, agricultural, or accessory buildings must obtain a building permit prior to starting construction. All new buildings or structure(s) must comply with South Branch Zoning Ordinance.*

### Tips:

If you have any questions over the zoning 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)

Please take a moment to go through the following check list and the questions on page three (4) to determine if you have all the necessary permits for your project. Thank you for your time in completing the Zoning Permit Application and for your cooperation throughout this process.

### Instructions and Check Sheet:

- Provide proof of ownership for subject parcel. Please provide one of the following:
  - Copy of Deed, showing current ownership
  - An Abstract of Title
  
- Application is hereby made to (Check appropriate boxes)
  - Change in use of property
  - Erect a structure (building, fences, etc.)
  - Repair/Remodel
  - Extend a structure (in any direction, aka additions)
  - Demolish part or all of an existing structure
  - Other, please specify: \_\_\_\_\_

ALL of the above, except change in use of property, REQUIRE County Permits as well.

### Zoning District Maps

Located at our website: [southbranchtownship.com](http://southbranchtownship.com). Using the Township/Range/Section designation of you parcel # (also found in the legal description) find your parcel in the ‘Maps’ section of our website. Check the appropriate box for your 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 existing buildings/structures on parcel.
- Boundary lines of all adjoining parcels of land under separate ownership.
- Location and dimensions of proposed project.
- Height of all buildings or structures.
- Location of existing driveway access and any proposed new driveway access.
- The width and alignment of all abutting streets, highways, alleys, utilities, easements, and public open spaces if applicable.
- 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.
- Location of wells, septic systems, and drain fields on adjoining properties if such systems are located within 50 feet of this property.
- Properties under 2 acres may require a legal survey (Zoning Administrator to check this box if deemed necessary)

**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 pg.3 for additional permit info)
- Such other information as may be required to determine compliance with the SBT Ordinance. (as determined and requested by Zoning Administrator and/or ZBA or Planning Commission).
- The location of the property boundaries and all structures 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 during construction the owner must apply for a “Temporary Dwelling Occupancy” permit during construction. (permit available upon request).

**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.)

**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 before commencing construction. 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.**

*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. 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 Natural River (NR) zoning permit, DEQ permit.
- Placement of fill: DEQ 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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***\*\*Please contact these agencies for any questions regarding their permitting process and any associated fees.***

**District Health Department #10**  
501 Norway Street  
Grayling, MI 49738  
P: 989-348-7800  
F: 989-348-5346

**Michigan Dept. of Environmental Quality (DEQ)**  
Water Resource Division  
2100 W. M-32  
Gaylord, MI 49735  
P: 989-731-4920 /F: 989-731-6181

**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 Dept.  
1732 W. M-32  
Gaylord, MI 49735  
P: 989-732-3541 ext. 5088

***Best of luck to you on your project!***

QUESTIONS? CONTACT US AT  
South Branch Township Zoning Administrator | [zoningadmin@southbranchtownship.com](mailto:zoningadmin@southbranchtownship.com) | 989-275-8232

**PLEASE COMPLETE THE FOLLOWING QUESTIONS AND SUBMIT WITH THE ZONING PERMIT APPLICATION.**

*Here are a few simple questions to help determine if you need to contact other permitting agencies 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, 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 zoning district?      YES / NO

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- If you answered **YES** to **ANY** question above, 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 above 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 DEQ 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.
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5245 N. M-18  
PO Box 606, Roscommon, MI 48653  
P: 989-275-8232 | F: 989-275-4860

Zoning Admin Use Only	
Rept#	_____
SI Date	_____
C. CCBD	_____
C. SBT-A	_____
ZP #	_____

## South Branch Township Zoning Permit Application

**Zoning Permit Approval is required before obtaining either a Building Permit or Demolition Permit from the Crawford County Building Inspector.**

Application is hereby made to:  Use or change use,  Erect,  Repair/Remodel,  Demolish,  Extend/Add on to an existing structure,  Signage,  Land Alteration in Stream Corridor Overlay Zoning District,  Temporary Occupancy\*

**Describe Project:** \_\_\_\_\_

\*attach Temporary Dwelling Occupancy Permit application and Certification attachment forms

### Property Owner Information:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_, Zip: \_\_\_\_\_  
 Phone Numbers: Home: \_\_\_\_\_, Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Property Information:

South Branch Township: T \_\_\_\_\_, R \_\_\_\_\_, Section: \_\_\_\_\_  
 Parcel Number: \_\_\_\_\_:  
 Property Address: \_\_\_\_\_

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

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

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_, Zip: \_\_\_\_\_  
 Phone Numbers: Home: \_\_\_\_\_, Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

On the page provided draw or attach plot or site plan. 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.

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.

Contractor: (signature) \_\_\_\_\_ Date: \_\_\_\_\_

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 construction. Therefore, it is 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.

Approved By Zoning Administrator: \_\_\_\_\_, Date: \_\_\_\_\_

**This permit is valid for 1 year from approval date.**



**Plot or site plan drawing (Draw or attach).**

Zoning Classification: \_\_\_\_\_

Describe project (w/details): \_\_\_\_\_

- 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