

ZONING PERMIT APPLICATION INSTRUCTION

<p>Carefully review these instructions before completing the Zoning Application Permit. In order to prevent delays during processing please ensure your application is COMPLETE and PRINTED neatly. Incomplete or illegible applications will be returned.</p>	
Application For	Check the type of request
Name:	Name of the landowner (not the contractor).
Property Address:	Parcel Address
Phone:	Current phone number (or best number to reach you).
Mailing Address:	Current mailing address, even if different from Parcel Address.
Parcel No:	The first two boxes have been completed for you. Please finish filing in the rest of the numbers in sequence. This information can be found on your tax bill (67-01-xxx-xxx-xx).
Legal Property Description:	Print the "exact" Legal Description of this parcel as located on your tax bill. If you wish you can include a copy of your tax bill with the application in lieu of writing the information out.
# Acres:	Number of acres this parcel contains.
Frontage:	Amount of frontage. This is the continuous length along which the parcel fronts on a road or street, measured along the line where the property abuts the street or right-of-way (distance between the side property lines along the front of the property).
Description:	Write a detailed description of what you intend to do on your property. Please use the following as an example: "Construction of a 24' x 60' three bedroom house on a 24" crawlspace. Also construction of a 24' x 24' ple style constructed garage which will not be attached to the house."
Setbacks:	<p>Approximately how far from ALL property lines you intend to construct or renovate your structure. Below are the minimum requirements for Agriculture/Rural Residential (AR), Residential ® & (R-1) Zoning Districts. Please note that you could be taxed as Residential but be Zoned Agricultural/Rural Residential. Unless you live around Diamond or Hewitt Lakr or on Mackinaw Trail between 19 Mile and 21 Mile roads your are probably Agricultural/Rural Residential (AR):</p> <p>Front: AR=75' minimim, R=50' minimum. Measurement from the front begins 33' from the center of the road or street (street or road) right-of-way), R-1=Contact Zoning Administrator</p> <p>Rear: AR=50' minimum, R=40' minimum, R-1=Contact Zoning Administrator</p> <p>Sides: AR=50' minimum, R=15' minimum, R-1=Contact Zoning Administrator</p>

Current Zoning District:	Check the Zoning District that applies to you. If you are unsure refer to the <u>Zoning District Map</u> or contact the Zoning Administrator.
Land Division Certification:	Answer this question with a "yes" or "no" checkmark. If the answer is yes you must contact the Land Division Administrator for his/her signature and date on the line provided. Contact the Zoning Administrator for the name and phone number of the Land Division Administrator.
Applicant Certification:	Sign and date the application this certifying that the information is true and correct. Providing false or misleading information on the Zoning Permit Application can result in denial of a Zoning Permit and/or criminal misdemeanor prosecution.

SECOND PAGE OF ZONING APPLICATION FORM

Site or Plot Plan:	Follow the printed instruction and draw a simple line map indicating all details that you can. Be sure to include roads, driveways, streams or bodies of water, rights-of-ways, easements, well and septic, as well as placement of your current old and proposed new structure(s). Please indicate a compass direction to eliminate confusion during the site inspection.
Directions to Property:	Provide directions to your property from the US-131 overpass (20 Mile Road). Make the directions as detailed as possible.
Permission to Enter Property:	Please sign and date.

When the Zoning Permit Application form is complete, please contact the Zoning Administrator at 231-829-4049, ext. 3 to arrange a site visit and review of the application. Refer to the Schedule of Fees for Burdell Township to determine the proper amount due. Please have a check or money order made payable to "Burdell Township" available when he visits.

If the requirements of the Burdell Township Zoning Ordinance have been met, a Zoning Permit will be issued.

Do no hesitate to contact the Zoning Administrator if you need further assistance. He can be reached at (231) 829-4049 ext 3.