

# RICHMOND TOWNSHIP

## ZONING PERMIT APPLICATION

### INSTRUCTIONS

1. Please complete all areas of form that pertain to your project.
2. Required: Submit a diagram (birds eye view) of your project referencing property lines, footage, and placement. Blank page included.
3. Large projects may require a Site Plan.
4. You must sign and date, where indicated, on last page of form.

Fees are (Non-Refundable) starting at:

Zoning Permits up to 15,000 (construction cost)    \$35.00

Zoning Permits over \$15,000 (construction cost)    \$70.00

5. Please submit a check or money order payable to Richmond Township.

Send completed form and fee to:

Pattie Curtis  
Richmond Township Administrator  
21717 Howard Street  
Reed City, Mi. 49677

If you have questions, please contact Pattie Curtis at 231-388-3458.

**Zoning Compliance Permit**

To be filled out in entirety by applicant -  
**RICHMOND TOWNSHIP ZONING COMPLIANCE PERMIT**  
Worksheet  
Osceola County, Michigan

Application No. \_\_\_\_\_

Applicant name: \_\_\_\_\_

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

Phone \_\_\_\_\_

Owner of property involved

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

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

Phone: \_\_\_\_\_

Is applicant acting as Agent of property owner:  Yes  No

Address of property involved: \_\_\_\_\_

Legal description of property involved or tax I.D number \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

State what is to be built, remodeled, altered, etc. (include dimensions for each structure i.e.

garage, house, deck, porch, pole barn; include number of floors and basement) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Richmond Township**

Total Value of project: \$ \_\_\_\_\_

Present zoning district: \_\_\_\_\_ Type of Building and land use: \_\_\_\_\_

(Commercial, Residential ...)

Description of lot: lot depth: \_\_\_\_\_ lot width: \_\_\_\_\_

Lot area (acres/sq. ft.) \_\_\_\_\_

Is a lake, river or stream within 500 ft. of property:     Yes     No

Access: Property is served by     Private road\*     Public road\*

\*Access has to be improved to current standards as given in Ordinance

**ZONING DISTRICT SETBACK AND AREA REQUIREMENTS MUST BE FILLED IN**

**Minimum Required Actual**

Lot area \_\_\_\_\_ Side yards from property line \_\_\_\_\_

Backyard from property line \_\_\_\_\_ Road right of way if waterfront \_\_\_\_\_

Front yard: From road right of way/From edge of water \_\_\_\_\_

Septic tanks from water 100 ft. \_\_\_\_\_ Drain fields or dry well from water 100 ft. \_\_\_\_\_

Lot Coverage (impervious material/structure/paving) (Maximum 35% coverage ) \_\_\_\_\_

Building height-stories \_\_\_\_\_ or feet \_\_\_\_\_

Distance between buildings \_\_\_\_\_ feet.(Either attached or at least 10 feet)

Is off-street parking proposed?     Yes     No

Estimated construction start date: \_\_\_\_\_

**MOBILE HOMES:**

Mobile homes located outside of a licensed Mobile Home Park are required to have cement, cement block, brick or treated wood foundations (2"x4" top and bottom, 16" centers, 5/8" front) around entire perimeter of mobile home. Homes must have a minimum width of 24' for entire width of home. Homes must have 1200 sq ft of living area.

Mobile Home: Make \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Outside dimensions: \_\_\_\_\_ x \_\_\_\_\_

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The undersigned hereby agrees to comply with all ordinances and regulations of Richmond Township, Osceola County, Michigan and of any other agencies or governmental units which may be involved. Applicant signature hereon grants permission for township zoning official inspections as required to assure compliance with permit granted.

I/we do hereby swear that the above information is true and correct to the best of my/our knowledge.

Date: \_\_\_\_\_ Applicants: \_\_\_\_\_

Approval or denial is for a term of 12 months: \_\_\_\_\_

Date: \_\_\_\_\_ Zoning Administrator: \_\_\_\_\_

**When completed, the dwelling will have the following overall:**

Ground floor area \_\_\_\_\_ Chimney \_\_\_\_\_ Patio, sq. ft. \_\_\_\_\_

Number full baths \_\_\_\_\_ Inside or outside Enc. Porches \_\_\_\_\_ X \_\_\_\_\_

Number part baths \_\_\_\_\_ Hearths \_\_\_\_\_ Open Porches \_\_\_\_\_ X \_\_\_\_\_

Bedrooms \_\_\_\_\_ Wood burner \_\_\_\_\_ Decks, sq. ft. \_\_\_\_\_

Fin. Basement area \_\_\_\_\_ Air Cond. \_\_\_\_\_ Outbuildings \_\_\_\_\_ X \_\_\_\_\_

Heat Pump \_\_\_\_\_ Drive, cement \_\_\_\_\_

Asphalt \_\_\_\_\_

Approval is contingent upon receipt of the following permits/approvals if applicable:

Building Permit; Soil & Erosion Permit; Health Dept.; DNR

**Worksheet and copy of plans-to be attached to permit**

