

APPLICATION FORM

Date _____

Application for: (check all that apply)

Special Land Use _____ Site Plan Review _____ Rezoning _____
Parking lot _____ Sign Permit _____ Home occupation _____

Applicants Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone # () _____ Fax # () _____

Applicants Representative _____
Mailing Address _____
City _____ State _____ Zip _____
Phone # () _____ Fax # () _____

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PROPERTY INFORMATION

Address (if known) _____
Property Tax I.D. # _____ Section # _____
Subdivision name (if applicable) _____
Block # _____ Lot(s) # _____
Nearest main road intersection _____
Square footage of property _____
Property dimensions _____ ft X _____ ft.

Zoning District (check one)

RR _____ WD _____ C4 _____
R1 _____ C1 _____ MHP _____
R2 _____ C2 _____ L1 _____
R3 _____ C3 _____ PUD _____

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DISCRIPTION OF PROPOSED USE OF PROPERTY

(USE ADDITIONAL PAGES IF NEEDED)

Applicants signature _____ Date _____

Township of Pentwater

327 Hancock Street
P.O. Box 512
Pentwater, Michigan
49449

Authorization for on Site inspection

This authorization for on site inspection will give the Pentwater Township Zoning Administrator the permission to visit the subject property for the purpose of investigating any questions that he/she may have in regards to the Zoning Permit Application.

IF there are any variances involved with this Application for Zoning Permit, this Authorization for on Site Inspection will also give permission to the individual members of the Pentwater Township Zoning Board of Appeals to visit the subject property for the purpose of investigating any Variance request by the applicant.

This Authorization for On Site Inspection will also authorize the members of the Pentwater Township Planning Commission to visit the site to investigate any questions which may arise on matters that come before the Township Planning Commission.

Applicants signature _____ Date _____

Property owner signature _____ Date _____

Township of Pentwater

Phone: (231) 869-6231
Fax: (231) 869-4340
www.pentwatertwp.org

327 Hancock Street
P.O. Box 512
Pentwater, Michigan 49449

ZONING ADMINISTRATOR'S OFFICE FEE SCHEDULE- (REVISED February 26, 2007)

1. Zoning Permit	Residential	\$ 35.00
	Non-Residential	\$100.00
2. Camping Permit		\$ 5.00
3. Home Occupation Permit		\$ 35.00
4. Demolition Permit	Non-Residential	\$ 35.00
	Residential	\$ 5.00
5. Sign Permit	Non-Residential	\$ 15.00
6. Dock Permit		\$ 15.00
7. Fence Permit		\$ 5.00
8. Satellite Dish Permit Exceeding 1 Meter (39.37 inches) in diameter		\$ 35.00
9. Storage of Recreational Vehicles Permit	Residential	\$ 15.00
10. Temporary Use Permit		
A. Land and Buildings	Non-Residential	\$ 50.00
B. Storage of Used Materials	Non-Residential	\$ 50.00
C. Housing while Building	Residential	\$ 35.00
11. Seasonal use Permit	Non-Residential	\$ 15.00

PLANNING COMMISSION

12. Changes to Non-Conforming Buildings and Uses		\$125.00
13. Special Land Uses		\$125.00
14. Land Division	Per Split	\$ 25.00
15. Site Plan Review		\$125.00
16. Manufactured Home Park (MHP)		\$500.00
17. Planned Unit Development (PUD)		\$500.00
18. Rezoning		\$250.00
19. Special Meetings		\$500.00 (Revised 10-11-06)

ZONING BOARD OF APPEALS

20. Variances, Appeals, Interpretations		\$300.00 (Revised 9-10-08)
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LEGISLATIVE BODY

21. Private Street Permit		\$250.00
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These fees cover a portion of general administrative costs and compensation, as established by ordinance, for the Zoning Board of Appeals or the Planning Commission members attending the initial hearing/meeting.

NOTE! There may be additional costs to the applicant for applications #11 through #18

Additional costs may include, but not limited to newspaper publications, postage, photocopying and similar costs.

Any and all costs incurred for professional services or consultation with, but not limited to, Professional Planners fees and reviews, engineering, surveying or attorney fees, as required by the Township, to assist the Zoning Board of Appeals or Planning Commission in their review of the application, WILL BE BILLED TO THE APPLICANT.

Applications # 4, # 9b, # 15, # 16 and # 18 may require the filing of a performance guarantee, as set forth in section 19.05 of the Zoning Ordinance.

All costs, incurred by the Township to process these applications, which exceeds the application fee, WILL BE BILLED TO THE APPLICANT. If costs are less than the application fee, a refund will be made to the applicant.

NO PERMITS WILL BE ISSUED UNTIL ALL FEES AND CHARGES ARE PAID IN FULL BY THE APPLICANT.

All applicants who apply for the above described permits will be required to sign a copy of this Fee Schedule which the Zoning Administrator will retain in the Township Zoning file of permits. The Zoning Administrator shall furnish a copy of this signed form to the applicant if requested.

Date _____

Applicant

Received by _____ Title _____ Date _____

Revised 3-9-2000

Pentwater Township Site Plan Review Checklist

In accordance with the provisions of the Pentwater Township Zoning Ordinance, the Planning Commission shall be furnished a Site Plan of the proposed development prior to the establishment of a use or the erection of a building in the Districts and conditions cited below:

1. All Permitted Uses within the R-3, C-1, C-2, C-3, C-4, and LI Districts which include the construction of a new building or structure with an enclosed gross floor area of two thousand five hundred (2,500) square feet or greater; or a building addition with an enclosed floor area greater than 25 percent (25%) of the existing enclosed building gross floor area.
2. Special Land Uses in all Zoning Districts.
3. Planned Unit Developments.
4. Any use within the WD District, except as noted below.
5. Site condominiums in any Zoning District.

Exceptions: The following uses will be exempt from Site Plan Review, regardless of the District, unless otherwise requiring a Special Land Use approval: single family detached and two-family dwellings, farms, roadside stands with less than two-hundred (200) square feet of sales area, state licensed residential family care facilities, family day care homes, home occupations, accessory buildings and uses.

Site Plan Requirements: Preliminary Site Plan

Preliminary site plans shall include the following, unless deemed unnecessary by the Zoning Administrator.

- A. Small scale sketch of properties, streets and use of land within 1/4 mile of the area, including the zoning of surrounding property.
- B. 15 copies of a site plan with the following items. The scale shall be not less than 1" = 20' for property under three (3) acres and at least 1" = 100' for those three (3) acres or more.
 - (1) Existing adjacent streets and proposed streets
 - (2) Lot lines and approximate dimensions
 - (3) Parking lots and access points
 - (4) Proposed buffer strips or screening
 - (5) Significant natural features; and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, wetlands, steep slopes, floodplains, and similar natural assets.
 - (6) Location of any signs not attached to the building
 - (7) Existing and proposed buildings.
 - (8) General topographical features including contour intervals no greater than ten (10) feet.
 - (9) All buildings and driveways within one hundred (100) feet of all property lines.
- C. A narrative (shown on the site plan or submitted separately) describing in general terms:
 - (1) Description of the proposed development.
 - (2) Approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
 - (3) Dwelling unit densities by type, if applicable.
 - (4) Proposed method of providing sewer and water service, as well as other public and private utilities.
 - (5) Proposed method of providing storm drainage.

Site Plan Requirements: Final Site Plan

Final site plans in 15 copies shall be permitted include the following, unless deemed unnecessary by the Zoning Administrator.

1. The date, north arrow, and scale. The scale shall be not less than 1" = 20' for property under three (3) acres and at least 1" = 100' for those three (3) acres or more.
2. The seal, name, and firm address of the professional individual responsible for the preparation of the site plan, unless waived by the Planning Commission.
3. The name and address of the property owner or petitioner.
4. A location sketch.
5. Legal description of the subject property.
6. The size (in acres) of the subject property and approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
7. Property lines and required setbacks shown and dimensioned.
8. The location of all existing structures, driveways, and parking areas within one hundred (100) feet of the subject property's boundary.
9. The location and dimensions of all existing and proposed structures on the subject property including dwelling unit densities by type, if applicable.
10. The location of all existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, signs, exterior lighting, curbing, parking areas (including the dimensions of a typical parking space and the total number of parking spaces to be provided), and unloading areas
11. The location, pavement width and right-of-way width of all roads, streets, and access easements within one hundred (100) feet of the subject property.
12. (If the subject property is located within the WD District) The percent of impervious surfaces, as defined in the Zoning Ordinance, relative to the parcel size
13. The existing zoning and use of all properties abutting the subject property.
14. The location of all existing vegetation and the location, type, and size of all proposed landscaping, and the location, height and type of existing and proposed fences and walls.
15. Size and location of existing and proposed utilities, including any proposed connections to public, or private community sewer or water supply systems.
16. The location and size of all surface water drainage facilities.
17. Existing and proposed topographic contours at a minimum of five (5) foot intervals.
18. The approximate size (in acres) of significant natural features, such as wetlands and woods, located on the site, if applicable.
19. Mitigation plans, if deemed necessary by the Planning Commission, to compensate for the loss of significant natural features, including but not limited to wetlands, floodplain areas, and tree stands.
20. Recreation areas, common use areas, flood plain areas and areas to be conveyed for public use and purpose.