

## Norman Township

1273 S. Seaman Road - P.O. Box 143 - Wellston, Michigan 49689

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### APPLICATION FOR LAND USE PERMIT [page 1 of 2]

[WARNING: THIS FORM IS NOT A LAND USE PERMIT]

Property Owner: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Last Name

First Name

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

Street # or P.O. Box

City

State

Zip

Project Address: \_\_\_\_\_ WELLSTON MICHIGAN 49689

Street #

City

State

Zip

PARCEL ID # 51 - 10 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Are property lines and building site staked? YES NO

[Circle One]

#### IF USING A CONTRACTOR PLEASE COMPLETE THIS SECTION

Contractor Information: \_\_\_\_\_ / \_\_\_\_\_

[Company Name]

[Individual Name]

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

Street # or P.O. Box

City

State

Zip

Contractor Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

**SITE PLAN:** All applications must be accompanied by a (legible) site plan drawn to scale on a separate sheet of paper that demonstrates the lot size, location and size of all improvements (existing and proposed) with setbacks from the property lines showing roadways and any known easements and in accordance with all other site plan requirements of the Norman Township Zoning Ordinance. **The Zoning Administrator may require that a registered survey accompany this application in order to insure compliance with any Norman Township Zoning Ordinances**

#### PROJECT DESCRIPTION (check all that apply)

\_\_\_\_ Residential / Dwelling

\_\_\_\_ New Comm. Construction

\_\_\_\_ Deck

\_\_\_\_ Residential Addition

\_\_\_\_ Comm. Addition

\_\_\_\_ Change of Use

\_\_\_\_ Residential Accessory Bldg.

\_\_\_\_ Comm. Accessory Bldg.

\_\_\_\_ Other

If 'other', please describe: \_\_\_\_\_

Please describe (**in detail**) the proposed '**use**' of the building, structure and/or land as applicable: **do not leave blank**

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

[\*\*] Is the project address / property located 500' (five hundred) feet of a water body?

YES NO

[Circle One]

**[\*\*] If your project address / property is located within 500' (five hundred) feet of a body of water you are required to obtain a soil erosion permit from Manistee County.**

**AFFIDAVIT:** I agree the statements and representations made herein and attached to this application are true and if found not to be true, any zoning (Land Use) permit that may be issued may be void. Further, I agree to comply with any conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Norman Township Zoning Ordinance will be complied with. Further, I agree to notify the Zoning Administrator of Norman Township for inspection before the start of construction and when locations of proposed uses are marked on the ground. **Further, I agree to give permission for officials of Norman Township, the County and the State of Michigan to enter the property subject to this permit application for purposes of inspection.** Finally, I understand this is a [Land Use Permit] application, (not a permit), and that a Land Use Permit, if issued, conveys only land use rights and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Do Not Write Below This Line – For Administrative Use Only***

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Assigned Land Use Permit # \_\_\_\_\_

Date Application Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Land Use Permit Action: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee: \$ \_\_\_\_\_ How Paid: ☐Cash ☐Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

**Minimum Requirements for a Site Plan [Residential / Residential Accessory Use]**

- ☐ Show length of all parcel lines
- ☐ Show all known easements
- ☐ Show sizes of all existing and proposed structures
- ☐ Show setbacks to all existing and proposed structures from all property lines
- ☐ Show distances from all existing and proposed structures to all bodies of water (lake, river or stream)
- ☐ Show elevations as appropriate to demonstrate compliance with maximum height requirements

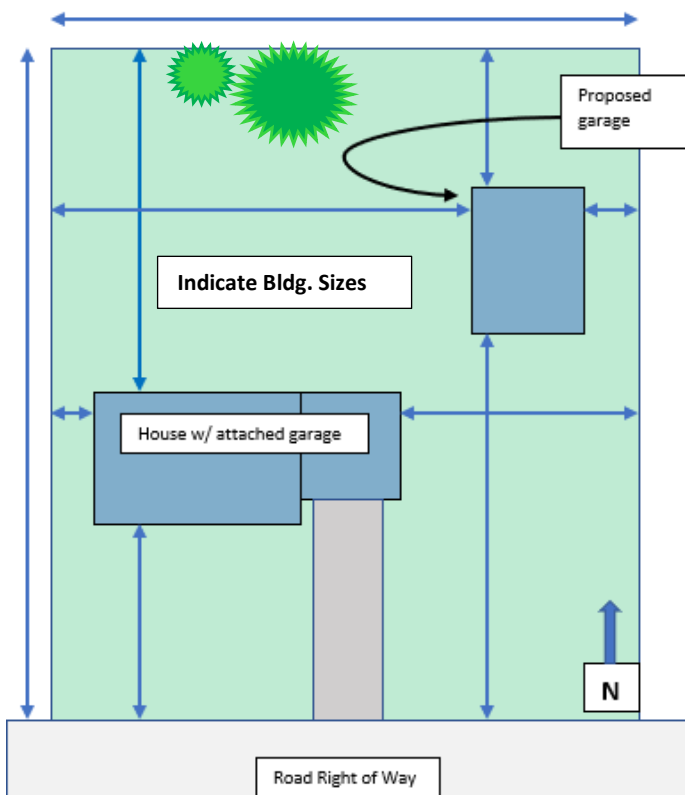
**Plot Plan Instructions for residential projects** – more information may be required at the discretion of the Zoning Administrator if needed to determine zoning ordinance compliance.

### **USER CHECKLIST**

(Draw **YOUR** Plot Plan on the back of this page or a separate piece of paper using the checklist below)

- \_\_\_\_\_ Show a NORTH pointing arrow
- \_\_\_\_\_ Show the road / street location(s)
- \_\_\_\_\_ Show all parcel boundaries with dimensions
- \_\_\_\_\_ Show all bodies of water (river, lake, stream, drain, etc.)
- \_\_\_\_\_ Show all known easements (ingress / egress / utilities)
- \_\_\_\_\_ Show all existing improvements on the property including physical dimensions and setbacks from all property lines (house, outbuildings, well, septic, etc.)
- \_\_\_\_\_ Show all proposed improvements on the property including physical dimensions and setbacks from all property lines (house, outbuildings, well, septic, etc.)
- \_\_\_\_\_ Show any woodlots, wetlands, or extreme topographical changes (low / wet areas, steep slopes, sand, etc.)

### **SAMPLE RESIDENTIAL PLOT PLAN - (PLEASE DRAW LENGTH AND WIDTH ON ALL BUILDINGS!)**



Use the instructions above with the '**Sample Residential Plot Plan**' (located to the left) to create a drawing of **YOUR** property (on the graph paper on the back of this page) that shows all of the information required.

Use the instructions above as a check-list to ensure that you have provided all of the information required. ***An incomplete plot plan may cause a delay in processing your Land Use (zoning) Permit.***

If you have questions or need assistance feel free to contact the zoning office on

Draw Site Plan on this page: