

# Everett Township

1516 E. 8<sup>th</sup> St

White Cloud, MI 49349

Office: 231-689-1082

email: [et-zoning@outlook.com](mailto:et-zoning@outlook.com)

## Application for Zoning Permit [page 1 of 2]

**[Warning: This form is NOT a zoning permit.]**

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Parcel ID #: 62-15-\_\_\_\_-\_\_\_\_ Lot size: \_\_\_\_\_

Are the property lines and building site staked and ready for inspection? YES NO (Circle one)

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

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

Contractor Phone: \_\_\_\_\_ Contractor email: \_\_\_\_\_

*SITE / SKETCH PLAN: Please draw a (legible) site / sketch plan on a separate piece of paper (and submit with this application) that demonstrates the lot size, location and size of all improvements (existing and proposed) with setbacks from the property lines showing roadways and any other easements. The Zoning Administrator may require additional information as needed.*

**\*\*Commercial buildings / construction will require scale drawings. \*\***

### Project Description (check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Residential dwelling        | <input type="checkbox"/> New commercial construction | <input type="checkbox"/> Deck          |
| <input type="checkbox"/> Residential addition        | <input type="checkbox"/> Commercial addition         | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Residential accessory bldg. | <input type="checkbox"/> Commercial accessory bldg.  | <input type="checkbox"/> Change of use |

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

Please describe in detail the proposed 'use' of the building, structure and / or land as applicable: \_\_\_\_\_

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

The proposed project is located in the: RES - LR - MU - C - SWO - (Circle one)

Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_ Waterfront: \_\_\_\_\_ (completed by applicant)

**Official Use: (completed by Zoning Administrator) Meets lot size and setbacks: YES / NO**

**Application for Zoning Permit [page 2 of 2]**

AFFIDAVIT: I agree that the statements and representations made above and attached to this application are true and if found not to be true, any zoning permit that may have been issued to be void. Further, I agree to comply with the 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 Everett Township Zoning Ordinance(s) will be complied with. Further, I agree to notify the Zoning Administrator of Everett 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 Everett Township, Newaygo County and the State of Michigan to enter the property subject to this permit application for the purpose of inspection.** Finally, I understand that this is a zoning [Permit application], (not a permit), and that a Zoning 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**

Date application received: \_\_\_/\_\_\_/\_\_\_ Date zoning permit issues / denied: \_\_\_/\_\_\_/\_\_\_

Zoning permit #: \_\_\_\_\_

**Residential zoning application fee: \$30**

(A complete fee schedule is available upon request.)

Fee: \$ \_\_\_\_\_ Paid: Cash / Check # \_\_\_\_\_

**Minimum required data for a Site / Sketch plan.** A Site plan 'shall' be drawn to scale or superimposed on an air photo, or superimposed on a survey, of the parcel. This is required for all 'Commercial' buildings / uses. A Sketch plan is not required to be drawn to scale and shall be for 'Residential' applications. Sketch plans 'shall' be drawn, or superimposed, on an air photo, or superimposed on survey, of the parcel. The following shall be shown on the Site / Sketch plan in addition to the application.

- Name and address of the property owner(s), contractor(s), or any other individual or entity having interest in the property.
- A NORTH pointing arrow and the scale of the drawing (if applicable).
- The public road upon which the property fronts and a drawing of the property / land with the dimensions of the property lines.
- Natural features such as wood lots, bodies of water, wetlands, drainage and similar features and setbacks from the same.
- *The locations of the main (principal) and accessory buildings, the setbacks from the property lines and other structures, existing structures, fences, the height of all buildings and the square footage of the footprint.*
- *Existing and proposed driveways. (if any)*