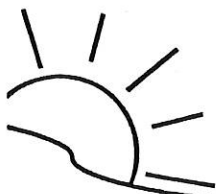


TOWNSHIP OF SOMERSET

12715 E. Chicago Rd., P.O. Box 69
Somerset Center, Michigan 49282
517-688-9223 Fax: 517-688-9132



CHECK LIST – ZONING COMPLIANCE

- Zoning Compliance Permit Application signed and dated
- Description of work in detail (either on application or separate document)
- Parcel ID Number (tax receipt or property assessor)
- Plot Plan, Site Plan, or Survey (drawn to scale; indicated scale used)
- Documents showing height of proposed structure (engineering, building plans, sketch)*
- Floor Plan (if applicable)
- Lot Coverage Calculations (if applicable) *
- High Watermark Line (Hillsdale GIS) (Implement on plot plan showing rear setback for abutting water bodies)
- Copy of septic permit or submitted application to Health Department (If applicable, indicating capacity for new heated and cooled living space or bathroom addition)
- Contractor Licensing must be current and on file with the Building Department

NOTE: ALL APPLICATIONS WILL TAKE MINIMUM OF ONE WEEK OR LESS TO PROCESS IF ALL REQUIRED DOCUMENTS ARE SUBMITTED AND CORRECT, ANY RESUBMITAL OF DOCUMENTATION MAY TAKE LONGER FOR PERMITTING.

Article VI, Section 6.4, Subsection 6.4.1

Shall require that all applications for zoning compliance permits be accompanied by plans, and specifications including plot plan in duplicate, drawn to scale (architect or engineering scale stipulating conversion used) showing the following information:

1. The actual dimensions and shape of the lot to be built upon; and,
2. The exact size and location of existing structures on the lot if any showing its distances from the closest and furthest points (labeled with dimensions, all impervious surfaces indicated)
3. The location and dimensions of the proposed structures or alteration.
4. Indicate any easements or right-of-way
5. Roads, Lakes
6. Septic, drain fields, and wells must be shown on plot plans to ensure compliance for distance from structures to eliminate contamination.

One (1) copy of the plans shall be returned to the applicant by the Zoning Administrator after such copy had been approved or disapproved.

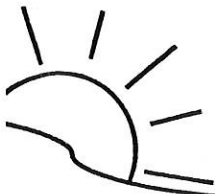
6.4.1 Issuance of Zoning Compliance Permits:

No building or structure, or part thereof, shall hereafter be located, erected, construction, reconstructed, altered, converted, or enlarged or moved; nor shall any change be made in the use of any building, structure, or land without a Zoning Compliance Permit having been obtained from the Zoning Administrator for building, structure, or land. A Zoning Compliance application shall be filled out and submitted to the Zoning Administer.

6.4.2 Voiding of Zoning Compliance Permit:

Any Zoning Compliance permit granted under this Ordinance shall become null and void and fees forfeited unless construction and/or use completed within five hundred forty-five (545) days of the date of issuance. A Zoning Compliance Permit shall be renewable upon reapplication and upon payment of the fee, subject however, to the provisions of all ordinances in effect as the time of renewal.

(*) Reference Zoning Ordinance Section 4.5 District Chart Area, Yard, and Bulk Regulations Table



TOWNSHIP OF SOMERSET

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Zoning Compliance Permit Application

Property Owners Information

Name: _____

Address: _____

City, State, Zip: _____

Phone/E-Mail: _____

Subdivision: _____ Lot Number: _____

Legal Description: _____

Contractor's Information

Name: _____

Address: _____

City, State, Zip: _____

Phone/E-Mail: _____

Description of work: _____

Lot Size: _____ Height of Building: _____ Number of Levels in Building: _____

Proposed Sq. Footage: _____ Existing Sq. Footage: _____

Total Sq. Footage: _____ Lot Coverage %: _____ Corner Lot: YES / NO

Impervious Surface Footage: _____ Site Plan #: (If Applicable) _____

Is the property abutting a lake, if so what is the distance from the lake to the proposed structure? _____

If this is a business will it require a sign? YES / NO

Please describe type and nature of business: _____

Days and hours of operation: _____

Total number of employees: _____

Total number off-street parking spaces: Regular _____ ADA Accessible _____

The issuance of a Zoning Compliance Permit does not assure the building setbacks have been met or that the structure does not encroach on an easement or right-of-way. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements and right-of-ways. If the Township determines the structure does not meet applicable setbacks or improperly encroaches on an easement/right-of-way, the owner is responsible for moving the structure, restoring the easement/right-of-way to its original condition or otherwise making the structure comply with the Township's setbacks and other zoning ordinance requirements. In addition to the requirements of the permit there may be additional restrictions applicable to this property that may be found in the public records of this Township and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies. **The issuance of the zoning compliance permit does not infer compliance with your deed restrictions. Commencement of work without Architectural Review Committee (ARC) approval could result in a violation issued by the ARC or your respective Homeowners Association (HOA).**

Application is hereby made to obtain a zoning compliance permit to do the work and installations as indicated, nonetheless a building permit may still be required. By signing this application, I certify that no work or installation has commenced prior to the issuance of a zoning compliance permit and that all work will be performed to meet the standards of all laws regulating construction, as well as, all Township Zoning Ordinances within this jurisdiction.

_____ or _____
Signature of Owner/Agent Signature of Contractor

TO BE COMPLETED BY TOWNSHIP STAFF ONLY

S/T/R:	Zoning:	Setbacks: F- S- R-	Max Structure Lot Coverage %:
Minimum Lot Area:	Minimum Lot Width:	Maximum Height Requirements:	Future Land Use:
Site Plan, Variance, Rezoning #:	Non-Conforming Lot of Record:	Non-Conforming Lot of Records that Must adhere to zoning district regulations: YES / NO	Utility Easement: F- S- R-
Drainage Easement: F- S- R-	Right-of-Way: F- S- R-	Granted/Denied/Required:	Granted/Denied (2nd submittal):

NOTES: _____

Date: _____ **Zoning Administrator:** _____
Merria Norris