

## Montrose Township Building Department

11444 Seymour Rd, Montrose, MI 48457

Phone - 810-639-2021 Fax – 810-639-3207

[www.montrosetownship.org](http://www.montrosetownship.org)

### **REQUIREMENTS TO OBTAIN A ZONING COMPLIANCE PERMIT**

**Section 153.418 Zoning Compliance Permits.** It shall be unlawful for any person to commence excavation for or construct any building or structure, make any structural changes, or move an existing building or initiate any change in use of land or buildings without first obtaining a Zoning Compliance Permit. No permit shall be issued for a land use, building use, or construction until an application has been submitted in accordance with the provisions of the Zoning Ordinance showing that the construction proposed is in compliance with the provisions of the ordinance and with the Building Code, and with other applicable codes and ordinances.

- A. Complete the attached Zoning Compliance Permit Application – **must include the following or the application will be returned.**
- Property location – including property address and parcel PID number.
    - a) **If the property location is from a new split or division, approval must be obtained from the Assessing Department. Proof of ownership such as a warranty deed or land contract is required.**
  - Type of Work – Agricultural Buildings, Fences, Pond, Excavations, Soil Excavation and Extraction Activities, Temporary Structures, Sheds and Decks less than 200 sq. ft., Land and or Building Changes of Use, etc.
  - Use of the Building – Residential, Agricultural, Commercial, Industrial, and Accessory.
  - Contractor Information
  - Description of work to be done in detail, such as building size, type of foundations, and framing details, etc.
  - Sign and date application by person applying for the permit.
  - Plot or Site Drawing showing the following: (see attached for example)
    - a) **Property lines with dimensions.**
    - b) **Location of all existing and proposed new structures with setback dimensions from property lines, bodies of water and other buildings.**
    - c) **Size dimensions for all new proposed construction work, including sizes of porches, decks, garages, pole barns, sheds, signs, etc.**
- B. If a property line cannot be easily identified by the property owner or contractor a survey will be required on all proposed construction projects where the proposed improvement is being constructed within five feet of any required front, rear and side yard setback lines as required by the Zoning Ordinance.

Please contact the Building Department if you should have any questions or need any additional information.

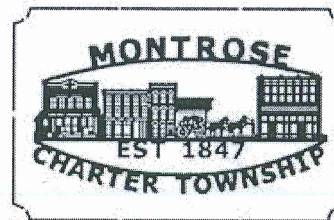
# MONTROSE CHARTER TOWNSHIP

11444 Seymour Rd.

Montrose, MI 48457

Phone - 810-639-2021 - Fax 810 - 639-3207

Web Site - [www.montrosetownship.org](http://www.montrosetownship.org)



## ZONING COMPLIANCE PERMIT APPLICATION

### LOCATION OF BUILDING/CONSTRUCTION

Address:		Parcel ID: 13-
City:	State: MI	Zip:

Estimated Value of Structure (s): \$

### OWNERS INFORMATION

Name:	
Address:	Phone:
City:	State: Zip:

### CONTRACTORS INFORMATION

Name:	
Address:	Phone:
City:	State: Zip:
State Builders License: #	Expiration Date:
Email:	
Federal Employer ID Number:	
Workers Comp. Insurance Carrier:	
MESC Employer Number:	

### TYPE OF PROJECT

<input type="checkbox"/> Agricultural Buildings (Not requiring a Building Permit under Public Act 230 of 1972)	<input type="checkbox"/> Accessory structures, decks or other structures 200 Sq. Ft. or less
<input type="checkbox"/> Fences	<input type="checkbox"/> Land and or Building Change of Use
<input type="checkbox"/> Pond Excavation	<input type="checkbox"/> Temporary Structures
<input type="checkbox"/> Soil Excavation and Extraction Activities	<input type="checkbox"/>

### TYPE OF FRAMING (IF APPLICABLE)

<input type="checkbox"/> Wood	<input type="checkbox"/> Steel	<input type="checkbox"/> Purchased Kit	<input type="checkbox"/> Masonry
<input type="checkbox"/> Plastic/Canvas Cover	<input type="checkbox"/> Other - Explain _____		

### TYPE OF FOUNDATION (IF APPLICABLE)

<input type="checkbox"/> Concrete Slab	<input type="checkbox"/> Wood Decking	<input type="checkbox"/> Wood Posts
<input type="checkbox"/> Pier Footings	<input type="checkbox"/> Other - Explain _____	



**PROPOSED OR EXISTING USE OF PARCEL**

- |                                       |                                     |  |
|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Residential  | <input type="checkbox"/> Commercial | <input type="checkbox"/> Mobile Home Park      |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Industrial | <input type="checkbox"/> Other - Explain _____ |

**BUILDING DIMENSIONS**

Width \_\_\_\_\_ Length \_\_\_\_\_ Floor area Sq. Ft. \_\_\_\_\_

# of Stories \_\_\_\_\_ Height per Story \_\_\_\_\_

**ADDITIONAL INFORMATION**

Total Sq. Ft. of Building Area - Existing		New
Total Sq. Ft. of Accessory Buildings - Existing		New
Lot Frontage	Lot Width	Total Lot Size (Acres)

**SITE PLAN REQUIRED (MUST SHOW THE FOLLOWING)**

- The dimensions and actual shape of the parcel.
- Frontage on a public and private road or street.
- Location, with exterior dimensions (including height) of all existing and proposed buildings and their distance from each other and all lot lines.
- Signage location, with dimension if being requested.
- Existing and proposed parking spaces, including type of surface.

**APPLICANT INFORMATION (If not Owner)**

Name:		
Address:		Phone:
City:	State:	Zip:
Email:		

**Section 153.418 Zoning Compliance Permits.** It shall be unlawful for any person to commence excavation for or construct any building or structure, make any structural changes, or move an existing building or initiate any change in use of land or buildings without first obtaining a zoning compliance permit. No permit shall be issued for a land use, building use, or construction until an application has been submitted in accordance with the provisions of the zoning ordinance showing that the construction proposed is in compliance with the provisions of the ordinance and with the Building Code, and with other applicable codes and ordinances.

I hereby certify that I am the owner of record of the listed property on this application, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his or her authorized agent and I agree to conform to all applicable laws of this jurisdiction. If a permit for work described in this application is issued, I certify that the Code Official shall have the authority to enter the area covered by such permit at any reasonable hour to inspect and enforce the provisions of the Codes applicable to the permit subject to this application.

Signature of Owner or Applicant: \_\_\_\_\_ Date \_\_\_\_\_

	Allowed	Shown	Comments
Zoning			
Road Frontage			
Lot Area			
% of Lot Coverage			
Front Yard Setback			
Rear Yard Setback			
Side Yard Setback			
Side Yard Setback			
Building Height			
1st Floor Square Footage			
Accessory Building (detached) setback from other structures			
Total allowed Sq. Ft. for Accessory Buildings			

Approved Permit Issued                      Date: \_\_\_\_\_  
 Permit Denied                                      Signature: \_\_\_\_\_  
 ZBA Required                                      Title: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

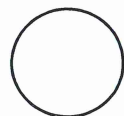
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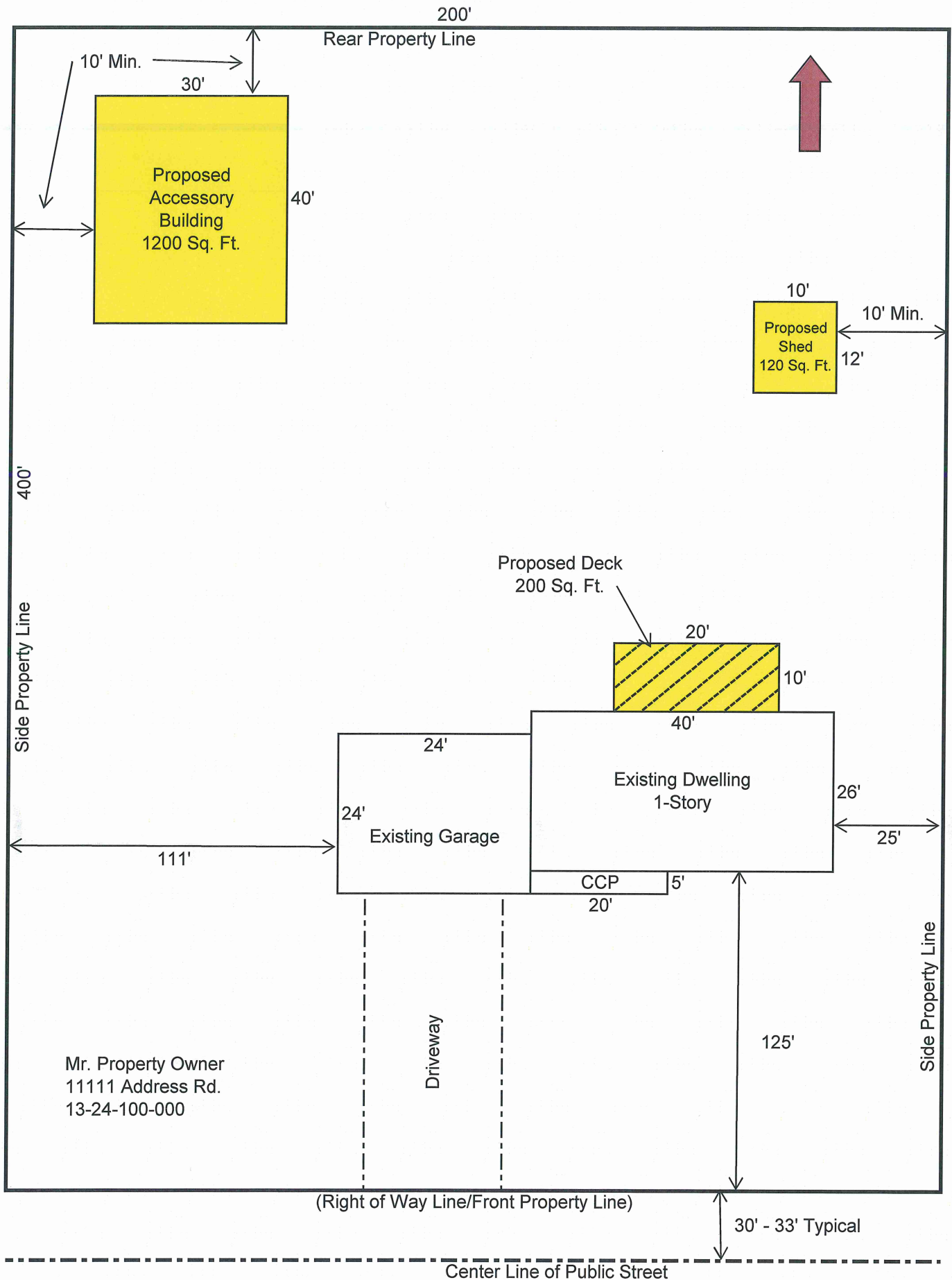
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SITE OR PLOT PLAN DRAWING



Indicate Direction of North in Circle





**Typical Site or Plot Plan Drawing required for Permits**