

## APPLICATION FOR ZONING PERMIT INSTRUCTIONS

This is a **legal document**, please be as neat and accurate as possible. This will shorten the process by eliminating call backs and mistakes. Make sure to show the North direction on your diagram.

1. The location of any wet lands, ponds, creeks, lakes etc. on or within 200 feet of property.
2. The location, shape, area and dimensions for the parcel(s), lot(s) or acreage, and all existing improvements on the lot or parcel.
3. The location of the proposed construction upon the parcel(s), lot(s) or acreage affected.
4. The dimensions and height of all structures as well as the distance to property lines.
5. The nature of the proposed construction, alteration, or repair and the **intended use**.
6. The present use of any structure affected by the construction or alteration.
7. Show all easements on the property and attached copies of the easements description from your deed.
8. Show all roads that front on the property and where the driveway is.
9. All documents that may be relevant to what you are requesting.
10. Any other information deemed necessary by the Zoning Administrator to determine and provide for the enforcement of this Ordinance. If the information included in and with the application is in compliance with these requirements and all other provisions of this ordinance, the Zoning Administrator shall issue a Zoning Permit upon payment of the required **\$50.00** Zoning Permit fee payable to Beaver Creek Township.
11. The signature of the contractor and or the property owners.

### **NOTE:**

**Construction:** No construction can be started until all relevant permits are issued.

**Voiding of Permit:** Any Zoning Permit granted under this Article shall be null and void unless a building permit is obtained and construction shall have commenced within one (1) year from the date of granting the permit. The zoning Administrator shall notify the holder of the permit at least thirty (30) days prior to the expiration of the one (1) year period before violation or termination of the zoning permit is actually declared. The zoning Administrator may suspend or revoke a Permit issued in error or on a basis of incorrect information supplied by the applicant or his agent or in violation of any of the ordinances or regulations of the Township.

**APPLICATION FOR ZONING PERMIT**  
**BEAVER CREEK TOWNSHIP PLANNING AND ZONING**  
8888 S. Grayling Rd.  
Grayling, MI 49738

**ZONING PERMIT APPROVAL IS REQUIRED TO OBTAIN A BUILDING PERMIT**

Application is hereby made to: ( ) demolition, ( ) erect, ( ) repair, ( ) remodel, ( ) extend a structure

Street Address, City, State, & Zip Code. \_\_\_\_\_

Township: **Beaver Creek Township** T\_\_\_\_\_, R\_\_\_\_\_, Section\_\_\_\_\_

Property Tax Code#: \_\_\_\_\_

( ) Residence, ( ) Garage/Shed, ( ) Deck/Fence, ( ) Sign, ( ) Commercial,  
( ) Other Use: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Sign: \_\_\_\_\_

Main Floor: \_\_\_\_\_ Garage: \_\_\_\_\_

Upper Floor: \_\_\_\_\_

Decks: \_\_\_\_\_ Fence Height: \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

**Property Owners Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

On the reverse side, show the boundaries, sizes of the premises, locations, and footage from all four lot lines to all existing and proposed buildings or structures to be erected or altered. Attach additional pages if necessary.

I hereby certify 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/her authorized agent, and we agree to conform to all applicable ordinances of Beaver Creek Township.

Contractor: \_\_\_\_\_  
Signature

Owner: \_\_\_\_\_  
Signature

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

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

Zoning Classification \_\_\_\_\_

Approved by: \_\_\_\_\_

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

