

HAYES TOWNSHIP ZONING PERMIT APPLICATION

Telephone (231)342-9025

FAX (231) 237 0046

RETURN APPLICATION TO:

, Zoning Administrator

09/95 OLD US 31

Charlevoix, MI 49720

An application for a zoning permit shall be filed in writing with the Zoning Administrator, signed by the person, firm, co-partnership or corporation.

There shall be submitted with all applications for zoning permits one (1) copy of a plot plan, giving accurate dimensions on either a scale drawing or a rough sketch. Drawings shall be required on all structures and shall contain the following information:

1. Existing and intended use of the structure;
2. Dimensions: Include proposed building with dimensions (including height); lot or parcel dimensions, front, side, and rear yard distances to lot line or other structures;
3. Location upon the lot of all existing and proposed structures; well and septic location; lakes, streams, easements, or other dedicated rights-of-way, and any streets (use name) bordering the property;
4. Application for zoning permits under the provision of this Ordinance shall be accompanied by evidence of ownership of all property affected by the coverage of the permit;
5. Evidence that all required federal, state (wetland, if required), and county licenses or permits (well & septic) have been acquired or that applications have been filed for same;
6. Other information with respect to the proposed structure, use, lot and adjoining property as may be required by the Zoning Administrator.

The written approval of the water supply and sewage disposal facilities, as obtained from the District Health Department, and as required by the Zoning Ordinance, shall be accompanied by one copy of both plans and specifications, which shall be filed and retained by the office of the Zoning Administrator.

The Zoning Administrator may require a copy of the Soil Erosion Permit and MDEQ Wetlands permit, if one is required, prior to the issuance of a Zoning Permit.

In cases of minor alterations, the Zoning Administrator may waive portions of the foregoing requirements obviously not necessary for determination of compliance with the Zoning Ordinance.

ALL PERMITS REQUIRED BY THE ZONING ORDINANCE SHALL BE DISPLAYED FACE OUT, WITHIN 24 HOURS OF ITS ISSUANCE BY PLACING THE SAME IN A CONSPICUOUS PLACE ON THE PREMISES FACING THE NEAREST STREET AND

SHALL BE CONTINUOUSLY SO DISPLAYED UNTIL ALL WORK IS COMPLETED.

THE ZONING ADMINISTRATOR IS REQUIRED TO DO ON SITE INSPECTIONS (TAKE MEASUREMENTS, PICTURES, ETC.). You will be required to mark, or stake, the location of all structures upon the parcel so the Zoning Administrator, or the Assistant Zoning Administrator, may complete these tasks. If a Zoning Permit is issued and it is found the measurements on the application for a permit are not accurate the permit will be voided.

The enclosed copy of Section 4.13 of the Zoning Ordinance is used so you can determine the minimum square footage of the residence, setbacks from lot lines, and lot width requirements. If you discover that your particular property doesn't meet these regulations please contact the Zoning Administrator immediately so alternatives can be discussed.

In the case of lakefront property the rear setback is measured as the distance from the road right-of-way to the structure.

IN THE CASE OF ANY OR ALL COMMERCIAL OR INDUSTRIAL PROPERTIES A DEVELOPMENT PLAN IS REQUIRED. COPIES OF PERTINENT INFORMATION IS ENCLOSED, IF ADDITIONAL INFORMATION IS REQUIRED FEEL FREE TO CONTACT THE ZONING ADMINISTRATOR.

SECTION 4.13 - ZONE DISTRICT REGULATIONS

A. Floor Space Requirements:

No dwelling shall hereafter be erected, altered or enlarged unless the following floor space requirement, as measured from the interior of the dwelling, is provided and maintained.

<u>ZONE DISTRICT</u>	<u>FLOOR SPACE</u>
R-1	900 sf
R-2	900 sf
R-3	900 sf
R-4	(See Section 4.04(D))
R-5	900 sf
A-1	600 sf
FF	600 sf
RR-1	900 sf

• Computation of square footage shall include floor space only.

B. Lot Area Regulations

No building or structure shall hereafter be erected, altered or enlarged on any lot unless the following yard and lot area requirements are provided and maintained:

<u>Zone District</u>	<u>Front Yard</u>	<u>Side Yard</u>	<u>Rear Yard</u>	<u>Lot Area</u>
R-1	25 feet	15 feet	25 feet	2 Acres
R-2	25 feet	15 feet	25 feet	3/4 Acres
R-3	25 feet	15 feet	25 feet	20,000 SF/UNIT
R-4	40 feet	30 feet	30 feet	See Sec. 4.04(C)
R-5	20 feet	10 feet	20 feet	5,000 SF
C-1	35 feet	15 feet	35 feet	1 Acre
C-2	35 feet	15 feet	35 feet	2 Acre
C-3	35 feet	25 feet	50 feet	2 Acre
I-1	35 feet	25 feet	50 feet	2 Acre
I-2	50 feet	50 feet	50 feet	5 Acre
CR	None	None	None	None
A-1	25 feet	*50 feet	*50 feet	10 Acre
FF	25 feet	50 feet	50 feet	40 Acre
RR-1	25 feet	*25 feet	25 feet	5 Acre

*The side yard setback in the A-1 and RR-1 Zone District shall be 15 feet, and the

rear yard setback in the A-1 Zone District shall be 25 feet, for any structure erected, altered or enlarged for residential use only.

See Section 5.13 of this Ordinance for setback and other regulations for lake front property.

C. Lot Width Requirements

The minimum width of a parcel of land in any zone district shall comply with the following schedule.

<u>Zone District</u>	<u>Lot Width</u>
R-1	200 Feet
R-2	120 Feet
R-3	100 Feet
R-4	200 Feet
R-5	50 Feet
C-1	100 Feet
C-2	100 Feet
C-3	200 Feet
I-1	200 Feet
I-2	330 Feet
CR	None
A-1	330 Feet
FF	330 Feet
RR-1	330 Feet

D. Home Satellite Receivers setback shall be equal to or greater than the height of the receiver at its tallest point or meet the zone district setback, whichever is greater.

E. The use of windmills shall be allowed in all districts. The setback for windmills shall be at least one horizontal foot for every vertical foot of height.

SECTION 4.17 - OUTDOOR LIGHTING

- A. For all new construction and replacement of lighting fixtures the following provisions shall be complied with:
1. All outdoor lighting shall be shielded, shaded, designed and/or directed away from all adjacent districts and uses; and further shall not glare upon or interfere with persons and vehicles using public streets. Lighting fixtures are to be of the full cutoff design with horizontally flush mounted lens, or a fixture with a refractor/reflector which provides diffusion and light control, directing light on-site only, and no more than 20 feet in height. Lamps used in outdoor lighting must be of the coated type (no clear lamps).
 2. The Planning commission may permit taller, or require shorter fixtures, only when the Planning Commission determines that unique conditions exist and where a waiver would:
 - a. Reduce the number or size of light fixtures;
 - b. Not adversely impact neighboring properties; and
 - c. Permit fixtures in proportion to height and bulk of nearby building and other fixtures.
 3. Current standards of the Illuminating Engineering Society (IES) will be used as a guideline for all site lighting decisions of the Planning Commission.

HAYES TOWNSHIP FEE SCHEDULE

TYPE OF APPLICATION/PERMIT/FEE	FEE
ZONING PERMITS	
Single Family Residence	50.00
Addition to residence	20.00
Construction of accessory building	20.00
Addition to existing Commercial or Industrial structure, if the addition is 10% or less of the original building footprint	30.00
BOARD OF APPEALS - Initial Application	625.00
Subsequent meetings when tabled at the request of applicant for more than 10 days	525.00
REZONING REQUEST - Contiguous Parcels	100.00
Plus Per Acre Charge	1.00
SPECIAL LAND USE/SPECIAL APPROVAL REQUESTS	
Cottage Industry	75.00
2 nd Home on same parcel per Section 4.12(B)(12)	75.00
Dog Kennels	75.00
LAND DIVISION APPLICATION	75.00
SITE PLAN/DEVELOPMENT PLAN REVIEW	
PUD's, Commercial or Industrial Developments	275.00
Single Family Subdivision Plat Application Review - Each phase of review	275.00
SIGN PERMIT	20.00
SPECIAL MEETING REQUEST	Based on number of members present
Example - If all PC members are present the charge will be \$625.00 (\$75. @ 6, \$75. @ 1 (secretary), And \$100.00 @1 (chairman) (current pay scale)	
COPIES	
Zoning Ordinance - Non resident	20.00
Comprehensive Plan	20.00
Freedom of Information request, mailing list for minutes, files, etc.	
Per Page	.50
Or	
Per Hour	8.00
OTHER	
Mailing Zoning Ordinance or Comprehensive Plan to Resident	5.00 Each

The above list includes the initial fees only. If the Planning Commission or Zoning Board of Appeals determines that review of an application and/or participation in the review process by qualified professional planners, engineers, attorneys, or other professionals is necessary they may require the applicant to deposit funds in an escrow account as regulated by Section 8.06 B of the Zoning Ordinance

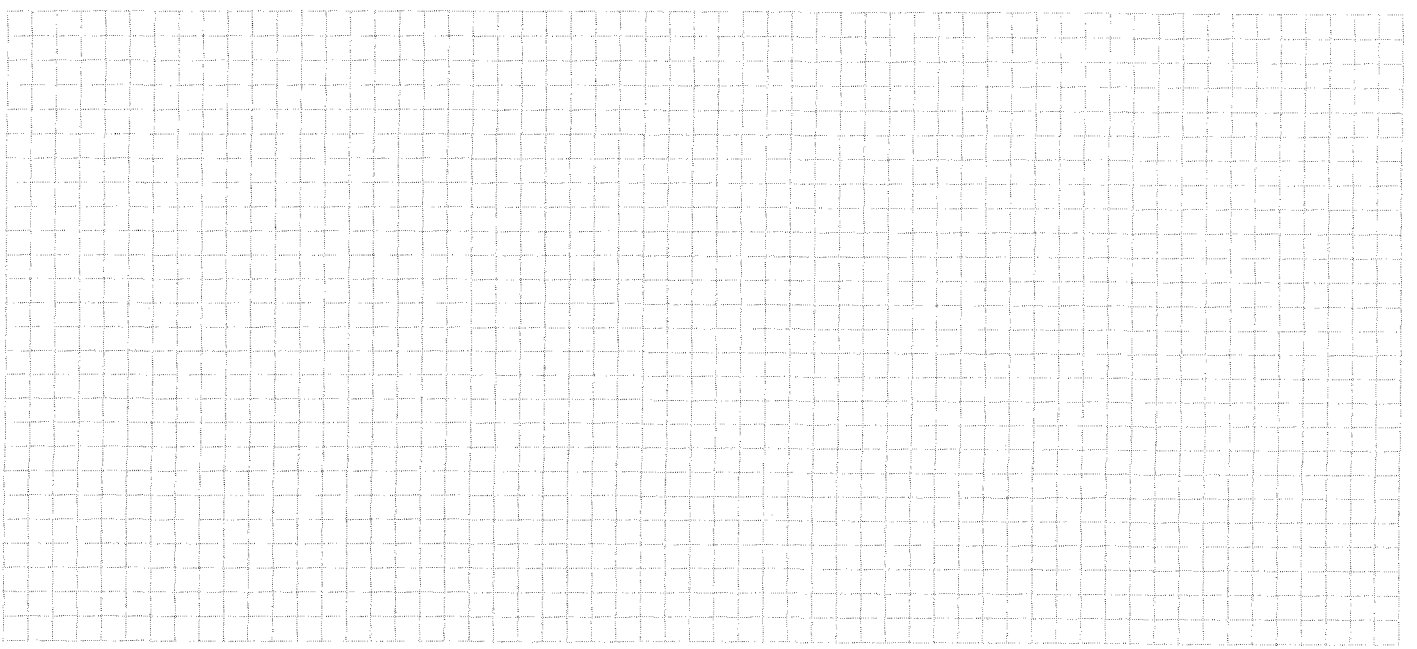
TOWNSHIP ZONING APPLICATION AND PERMIT

HAYES TOWNSHIP

Site Plan Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Case # _____	Section # _____	Date Received _____
Survey Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Property Tax # _____		
Referred to:	Permits Required:		Zone District _____		
<input type="checkbox"/> Zoning Board of Appeals	<input type="checkbox"/> Health Dept.		ACTION: Accepted _____ Denied _____ Date _____		
<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Building Dept.		Explanation: _____		
<input type="checkbox"/> (Special Use)	<input type="checkbox"/> Road Commission		_____		
<input type="checkbox"/> (P.U.D.)	<input type="checkbox"/> Soil & Erosion		_____		
<input type="checkbox"/> (Rezone)	<input type="checkbox"/> Corps of Engineers		_____		
<input type="checkbox"/> Fee \$ _____	<input type="checkbox"/> D.N.R.		_____		

Property Owner's Mailing Address: Name: _____ Street: _____ City & Zip: _____ Phone: _____	Type of Improvement: (describe) _____ _____ _____ _____
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Dimensions: Please include proposed building with dimensions (include height); lot or parcel dimensions; front, side and rear yard distances to lot line or other structures; well and septic location; adjacent roads (use name), lakes, streams, easements, or other dedicated rights-of-way.



I Hereby agree to comply with the provisions of the Zoning Ordinance of the Township of _____, in the installation, construction, alterations, addition, or demolition described herein, and, if not the applicant, I hereby certify that the proposed work is authorized by the property owner, and that I have been empowered by the owner to make this application as his selected agent.

Owner or selected agent: _____	Date: _____
Zoning Administrator: _____	Date: _____
Planning Commission: _____	Date: _____
Zoning Board of Appeals: _____	Date: _____