

**MELROSE TOWNSHIP**  
**Zoning Permit Application**  
**INSTRUCTIONS**

Applications shall be filed in writing with the Zoning Administrator, and shall be signed by the applicant, or by his or her authorized agent. Enclose a check, payable to Melrose Township General Fund, in the appropriate amount. Effective April 1, 2007 the Fee is:

<b>Zoning Permits - based on new construction costs</b>			
Up to \$5,000	\$25	\$20,001 - \$70,000	\$140
\$5,001 to \$20,000	\$70	\$70,001 - \$100,000	\$280
<b>\$100,001 and up...\$280 + \$25 per \$25,000 construction costs</b>			
Land Divisions			\$400
Site Plan Reviews up to 10 acres and Preliminary PUD Review			\$450
Special/Conditional Use and PUD Final Reviews			\$500
Site Plan Reviews over 10 acres			\$550
Rezoning, Zoning Amendments, and Special Meetings			\$600

All applications shall be accompanied by an accurate scale drawing based on known, accurate monuments such as survey irons or stakes, illustrating the following information:

- a. The dimensions of the lot lines encompassing the property subject to the application;
- b. The location and dimensions of any proposed building or structure, or any addition to an existing building or structure, for which such application is being filed. The proposed use of such building(s), addition(s), or structure(s) must be indicated. Setbacks from lot lines must also be indicated;
- c. The location of shorelines and streambanks;
- d. The location and dimensions of any existing buildings and other structures. The type(s) and use(s) of such buildings must be indicated;
- e. The name(s) of any adjoining public or private street(s);
- f. The location and width of any private easement or right-of-way providing access from the property to a public road if the property has no frontage on such road;
- g. Location of all existing structures bordering the property;
- h. Evidence of ownership of the property subject to the application;
- i. Evidence that all required federal, state, and county licenses or permits have been acquired or that applications have been filed for same;
- j. If the property is subject to deed restrictions promulgated by a property owner's or summer resort association, a statement from such association indicating its approval for such building, structure, or addition to such building or structure;
- k. Other information with respect to the proposed structure, use, lot, and adjoining property as may be required by the Zoning Administrator; and
- l. Written approval of the water supply and sewage disposal facilities, as obtained from the Northwest Michigan Community Health Agency.

**Zoning permits shall be displayed on site before construction begins.**

# GENERAL OVERVIEW

**If you are planning to build new, modify a building, or erect any type of structure you may need one or more of the following permits:**

**Health Permit** - Also known as a septic and/or well permit, this is usually the first permit acquired, as it is needed to obtain both a Zoning Permit and a Building Permit. Although some construction, such as a deck, patio, accessory building, sign, etc. does not require a Health Permit, it may be wise to call the NW Michigan Community Health Agency and verify if your construction needs a permit. Applications may also be acquired from this agency. Reconstruction of a septic system or replacing a well also requires a permit.

**Zoning Permit** - This permit is basically a land use permit and is designed to protect the values of Township properties. It assures proper land use as well as the positioning of structures on the property to protect health, safety and the environment. The Zoning Permit is required for any structure to be built. Applications for this permit may be picked up at the Melrose Township Hall (available in the Foyer of the Township Hall) or by calling the Zoning Administrator. The Charlevoix County Equalization Department issues addresses.

**Driveway Permit** - This permit, issued by the Charlevoix County Road Commission, is required any time a new property entrance is planned. This permit regulates the safe flow of traffic through proper ingress and egress as well as provides for efficient snow removal and road maintenance. The Road Commission has these permit applications.

**Soil Erosion & Sedimentation Permit** - If you are planning to build within 500 feet of a lake or stream, **or** plan to disturb an acre or more of land, you must obtain this permit from the Charlevoix County Building Department. All commercial property must have this permit regardless of location or amount of land to be disturbed.

**Other Permits** - If you plan to modify a shoreline, you will need permission. Contact the Department of Natural Resources (DNR) Land and Water Management Division for Walloon Lake. If you are considering disturbing a wetland, contact the DNR.

If you are considering dividing your property, contact the Zoning Administrator for a Parcel Division application.

- **Zoning Administrator:** Randy Frykberg, 231-330-1249 (cell) or 582-3160 (office)  
fax: 582-0227  
e-mail: frykberg@charter.net  
1249 Lakeshore Drive, Boyne City MI 49712
- **Charlevoix County Building Department:** 231-547-7236 (for building and soil erosion permit)
- **NW Michigan Community Health Agency:** 231-547-6523 (for septic & well permit)
- **Charlevoix County Road Commission:** 231-582-7330 (for driveway permit)
- **Charlevoix Equalization Department:** 231-547-7230 (for address and number sign)



Return 15 copies (only one copy if requesting just a zoning permit) of the completed form, attachments, along with a check (payable to Melrose Township) to:

**Randy Frykberg, Zoning Administrator**  
**1249 Lakeshore Drive**  
**Boyne City, MI 49712**

**For a zoning permit**, the following section needs to be completed:

Use of proposed structure: \_\_\_\_\_ Dimensions: \_\_\_\_\_

New construction \_\_\_\_\_; Reconstruction \_\_\_\_\_; Addition \_\_\_\_\_; Demolition \_\_\_\_\_; Other \_\_\_\_\_

Height of proposed structure: \_\_\_\_\_ Contractor: \_\_\_\_\_

BOX for office USE ONLY:

**Requirements for Special Use Permits, PUD's and Site Plans:**

	Date submitted		Date submitted
Required Map	_____	Site Inventory	_____
Engineered Drainage Plan	_____	Fire Dept. Approval	_____
Soil Erosion permit	_____	Wetlands permit	_____
Topographic Maps	_____	Soil Borings	_____
Impact Statement	_____	Site Grading Plans	_____
Fence or Screening Plan	_____	Landscape Plan	_____
Improvement Guarantees	_____	Parking Plan	_____
Health Dept. approval	_____	Road Commission	_____
Other licenses or permits	_____	MDOT approval	_____

**RECORD OF TOWNSHIP ACTION:**

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

CONDITIONALLY APPROVED, with following conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMMENTS:

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_