

HAYES TOWNSHIP ZONING PERMIT PROCEDURES

House/Mobile Home Permit

- ◆ Health Department Permit for Septic & Well - 547-6523
220 W. Garfield, Charlevoix, MI 49720
- ◆ If wetlands involved or within 500 feet from a lake or stream Permit is needed from:
 - ◆ Charlevoix Soil & Water Conservation District - 547-7236
Wendy Armstrong, 301 State St./County Building, Charlevoix, MI 49720
 - ◆ Michigan Department of Environmental Quality 517-732-3541
1732 M-32 West, P.O. Box 667, Gaylord, MI 49735
- ◆ Driveway permit if new driveway or pavement/blacktop of existing drive
Charlevoix County Road Commission, 582-7330, 1251 Boyne Ave., P.O. Box 39, Boyne City, MI 49712-0039
- ◆ House number for any new residence. Charlevoix County Equalization 547-7230
301 State St./County Building, Charlevoix, MI 49720
- ◆ After Health Department Permit has been obtained, and when required, Soil Erosion/Wetlands Permit, a Zoning Permit can be issued.
- ◆ Building Permit - 547-7236 (Building Construction, plumbing & heating)
County of Charlevoix Building Inspection, 301 State St./County Building, Charlevoix, MI 49720

Accessory Building-Non Agriculture use

- ◆ If wetlands or within 500 feet from lake or stream a Wetlands and Soil Erosion Permit is needed.
- ◆ Zoning Permit if square footage is more than 100 square feet
- ◆ Building Permit

Accessory Building - Agriculture Use

- ◆ Zoning Permit required. No Charge
- ◆ Building Permit not required

Addition to residence/accessory building

- ◆ All setback regulations must be met even if an existing structure. If adding a deck or porch (non living area) a Zoning Permit is not required (all township setback regulations must be complied with), however, a Building Permit is required.
- ◆ If bedrooms are being added all above permits must be obtained.

HAYES TOWNSHIP ZONING PERMIT APPLICATION

Telephone (231) 342- 9025

Fax (231) 237-0046

RETURN APPLICATION TO:
Jonathan Scheel Zoning Administrator
09195 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 Schedule of Regulations

Zoning District	District Name	Minimum Lot Area		Max. Ht. Structure	Minimum Yard Setbacks			Minimum Square Footage	Max % of Impervious Surface
		Area	Width		Feet	Front	Side		
CR	Conservation Reserve	NA	NA	35 (d)	NA	NA	NA	15	
A-1	Agricultural	10 Ac	330 ft	35 (b) (d)	25	50	600	30	
RR-1	Rural Residential	5 Ac	330 ft	35 (b)	25	25	900	15	
R-1	Low Density Residential	2 ac	200 ft	35 (a)	25	15	900	15	
R-2	Small lot Residential	¼ ac	120 ft	35 (a)	25	15	900	20	
R-3	One and Two Family Residential	20,000 sf/unit	100 ft	35	25	15	900	30	
R-4	Multiple Family Residential	(e)	200 ft	35	40	30	900 (f)	50	
R-5	Mobile Home Park - Residential	5,000 sf/unit	50 ft	35	20	10	900	NA	
C-1	Neighborhood commercial	1 Ac	100 ft	35 (c) (d)	35	15	NA	60	
C-2	General Commercial	2 Ac	100 ft	35 (c) (d)	35	15	NA	60	
I-1	General Industrial	2 Ac	200 ft	50 (c) (d)	50	25	NA	60	

a. Maximum height shall be 30' for structures located within 500 feet of the ordinary high water mark of lakes.

b. Exceptions to height standards for Agricultural Uses. The maximum height of permitted agricultural accessory structures that are essential and customarily used in agricultural operations associated with a farm shall be forty-five (45) feet, except that the maximum height of silos shall be one hundred (100) feet, provided that all such accessory farm structures shall be located at least one hundred (100) feet from any residential dwelling other than the dwelling on the lot or parcel where the accessory farm structures are located.

c. Telecommunication towers, alternative tower structures, transmission and communication towers, utility microwaves, and public utility T.V. or radio transmitting towers shall not be subject to the height regulations of this Section, but shall be regulated pursuant to Section 7.01.20 of this ordinance.

d. Wind Turbine Generators or Anemometer Towers shall not be subject to the height regulations of this Section, but shall be regulated pursuant to Section 3.10- Noncommercial Wind Turbine Generators or Section 7.01.21-Wind Turbine Generators of this ordinance.

e. Density regulations of this zone district --Not more than four (4) dwelling units per net acre shall be permitted in this zone district, except as otherwise herein provided. There shall be a minimum of fifty (50) percent of the gross area of the proposed "R-4" Zone District maintained as open space or non-profit recreational uses. In the process of determining the usable net acreage in a particular "R-4" project, the developer shall not consider lands having a slope greater than 20% (20 feet of vertical fall in 100 lineal feet).

f. If the developer proposes a mixture of units having differing floor plans, a minimum floor space of eight hundred fifty (850) square feet shall be maintained.

Adopted October 13, 2008

HAYES TOWNSHIP FEE SCHEDULE	
TYPE OF APPLICATION/PERMIT	Fee
ZONING PERMITS	
Single Family Residence	50.00
Addition to Residence	50.00
Construction of Accessory Building	50.00
Addition to Existing Commercial or Industrial Structure if the Addition is 50% or Less of the Original Building Footprint	75.00
Commercial Permit	75.00
Zoning Permit After the Fact	Double Original Fee
BOARD OF APPEALS	
Initial Application	675.00
Subsequent meeting when tabled at the request of the applicant for more than 10 days	525.00
REZONING REQUEST	
Contiguous Parcels	125.00
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
RE-PUBLISHING FEE	Actual Cost
LAND DIVISION APPLICATION or RECONFIGURATION	100.00
SITE PLAN/DEVELOPMENT PLAN REVIEW, SPECIAL USE PERMIT	
PUD's, Commercial, Industrial Developments or Site Condominiums	275.00
Single Family Subdivision Plat Application Review – Each Phase of Review	275.00
SIGN PERMIT	50.00
SPECIAL MEETING REQUEST	Actual Cost of members present
Example: Each Planning Commission Member @75.00, Chairman @100.00 and Secretary @150.00	
COPIES	
Zoning Ordinance – Non Resident	20.00
Comprehensive Plan – Non Resident	20.00
Freedom of Information Act (FOIA), mailing list, minutes etc	
Per Page	.50
Per Hour	12.50
Zoning Ordinance – Resident	20.00
Comprehensive Plan – Resident	20.00
NON SUFFICIENT FUNDS (NSF) Effective 07/13/09	Cost of Bank Charges
HALL RENTAL	
Resident	75.00
Non Profit Group	35.00
Request for key day before date rented	50% of rental fee
Funeral Dinner	No Charge
All Rentals are subject to Hayes Township residency & deposit	

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

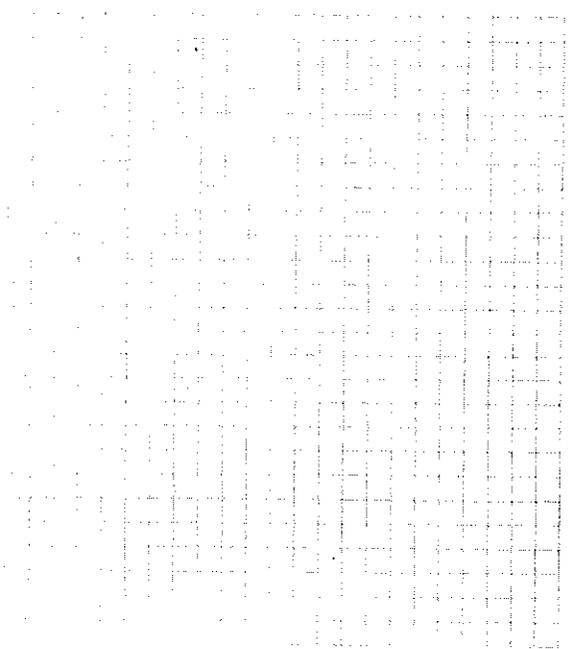
TOWNSHIP ZONING APPLICATION AND PERMIT

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: _____