

**AGENDA
HAYES TOWNSHIP, CHARLEVOIX COUNTY
PLANNING COMMISSION**

June 16, 2026 7:00 pm

**Hayes Township Hall
9195 Major Douglas Sloan Road
Charlevoix, Michigan 49720**

ZOOM

**[https://us02web.zoom.us/j/83601481092?
pwd=bTRvd01yc2NtSHY5MXkrZDUxVDMrZz09](https://us02web.zoom.us/j/83601481092?pwd=bTRvd01yc2NtSHY5MXkrZDUxVDMrZz09)**

Meeting ID: 836 0148 1092

Passcode: 068828

+1 312 626 6799 US (Chicago)

1. Call To Order
2. Pledge of Allegiance
3. Review and Approval of Agenda
4. Declaration of Conflict of Interest, if any
5. Review and Approval of Draft Minutes- May 19, 2026
6. Public Comment Related to Agenda Items
7. Report of Township Board Representative to the Planning Commission
8. Report of Zoning Board of Appeals Representative to the Planning Commission
9. Zoning Administrator Report
10. New Business
11. Shoreland landscape plan – 8740 Boyne City Rd.
12. Shoreland landscape plan - 7738 Boyne City Rd.
13. Old Business
14. Set/Confirm Public Hearing Dates
15. Set/Confirm Date of Next Regular PC Meeting- July 21, 2026
16. Public Comment
17. Planning Commission and Staff Comment
18. Adjournment

Public Comment at Meetings of the Hayes Township Planning Commission

The Hayes Township Planning Commission values public input and offers an opportunity for the public to comment at its meetings. This affords the Planning Commission the opportunity to hear your views and remarks. If you speak, you should not expect to engage the Planning Commission members or any staff in discussion or debate.

Planning Commission Members will not respond to comments made during the Public Comment unless it becomes necessary to ask a clarifying question, correct a factual error, or to provide specific factual information.

Questions about Township matters are best directed to individual Board members or Township staff (Planner, Zoning Administrator, or Assessor) between meetings. Contact information is available on the township website at: hayestownshipmi.gov.

The availability of public comment is recognized by the Michigan Open Meetings Act. The Act provides that rules may be adopted for orderly comment from the public. To that end, the following rules have been established by the Planning Commission:

1. A person who wishes to speak during Public Comment will sign in and signify that they would like to speak on the form.
2. The person will begin by stating their name, spelling it out if requested.
3. The person addresses the Chairperson, or other person chairing the meeting, on behalf of the entire Planning Commission. Public comment is NOT to be addressed to individual Planning Commission members, to any township staff present, or to other members of the audience.
4. For the first Public Comment period, there is a three (3) minute time allotment for each speaker. The time limit may be extended by the Chairperson or majority of the Planning Commission members present. If a speaker uses less than three (3) minutes, they may not use the remaining time at that Public Comment. A speaker may speak only once at Public Comment. There is no provision for another audience member to 'donate' their three (3) minutes to another speaker. For the second Public Comment session speakers are limited to two (2) minute each.
5. A speaker will be out of order if the speaker disrupts the meeting, fails to be germane, speaks longer than the allotted time, uses vulgarities or makes a personal attack on a Planning Commission member or Township employee that is unrelated to the performance of that person's duties.
6. If a speaker is called out of order, that speaker will not be able to speak again at the same meeting except by special leave of the Planning Commission. If the speaker continues to disrupt the meeting or is disorderly, law enforcement will be called to remove the speaker.
7. The Chairperson, or other person chairing the meeting, will have the discretion to permit members to speak at times other than the times reserved for Public Comment.

Hayes Township Planning Commission
May 19th, 2026
Regular Meeting
Hayes Township Hall
9195 Major Douglas Sloan Rd.
Charlevoix, MI 49720

CALL TO ORDER: Chairperson Roy Griffiths called the meeting to order at 7:00 p.m.

Members present: Roy Griffiths (Chair), Matt Cunningham, Rex Greenslade, Carey Cuddeback, and CT Martin.

Excused: Mark Snyder and Alexander Curley

Also, present: April Hilton (Recording Secretary) and Ron VanZee (Zoning Administrator)

Audience: LuAnne Kozma, Ellis Boal, Carol Umlor, and Steve Hassell.

REVIEW AGENDA:

Ms. Cuddeback made a motion, supported by Mr. Martin, to approve the agenda as presented.

Yeas: Roy Griffiths, Carey Cuddeback, Rex Greenslade, CT Martin, and Matt Cunningham.

Nays: none **Motion Carries**

DECLARATIONS OF CONFLICTS OF INTERESTS:

None

APPROVAL OF MINUTES APRIL 21, 2026 REGULAR MEETING

Mr. Greenslade made a motion, supported by Mr. Cunningham, to approve the April 21, 2026 Regular meeting minutes as corrected.

Yeas: Roy Griffiths, Carey Cuddeback, Rex Greenslade, CT Martin, and Matt Cunningham.

Nays: none **Motion Carries**

PUBLIC COMMENTS- RELATED TO AGENDA ITEMS:

Public comments opened at 7:04pm.

Comments included:

- Zoning Administrator Report, and Data Centers.

Public Comment closed at 7:10pm.

REPORT OF TOWNSHIP BOARD REPRESENTATIVE TO THE PLANNING

COMMISSION: Mr. Cunningham gave a report on Board of Trustees activities. Next regular scheduled Board meeting is June 8, 2026.

REPORT OF ZONING BOARD OF APPEALS REPRESENTATIVE TO THE PLANNING COMMISSION:

ZBA held an Administrative Meeting on May 6th 2026 at 7pm.

Hayes Township Planning Commission
May 19th, 2026
Regular Meeting
Hayes Township Hall
9195 Major Douglas Sloan Rd.
Charlevoix, MI 49720

ZONING ADMINISTRATOR REPORT: Ron VanZee presented a written report. Report is available on the Hayes Township website and for review at the Township Hall.

NEW BUSINESS

BUDGET SUBMISSION 2026/27:

Ms. Cuddeback made a motion, supported by Mr. Greenslade to approve the submission of the Planning Commission budget request as discussed.

Yeas: Roy Griffiths, CT Martin, Carey Cuddeback, Rex Greenslade, and Matt Cunningham.

Nays: none Motion Carries

OLD BUSINESS:

SET/CONFIRM PUBLIC HEARING DATES: N/A

SET/CONFIRM DATE OF NEXT PC MEETING –JUNE 16, 2026.

Next Planning Commission regular meeting will take place on June 16, 2026, at 7:00 pm.

PUBLIC COMMENT: Public Comment opened at 7:18pm.

Comments included:

- Zoning Administrator Report.

Public Comment closed at 7:20pm.

PLANNING COMMISSION and STAFF COMMENT:

Mr. Martin stated the Short-Term Rental Work group held a great meeting last night and will meet again on May 27 2026 and June 10th 2026.

ADJOURNMENT: Mr. Greenslade made a motion, supported by Mr. Martin to adjourn the meeting at 7:22pm.

Yeas: Roy Griffiths, Carey Cuddeback, CT Martin, Rex Greenslade, and Matt Cunningham.

Nays: none **Motion Carries**

Respectfully Submitted by: April Hilton Deputy Clerk/Recording Secretary



Zoning Administrator Report

June 2026

Zoning Administrator work in progress report for the month of May includes the following:

- New Variance Application for setback from Lake Charelvoix Received for 6995 Birdland Drive.
- Communicating with landowner regarding violation for a non permitted patio on Oyster Bay Drive. Sent Zoning permit application and section 3.14 of the Hayes Township Zoning Ordinance to landowner.
- Received and Reviewing Variance Application for setback from Lake Charlevoix Received for 7345 Birdland Drive.
- Working with EGLE regarding Jet Ski business testing their Jet Skis on Susan Lake.
- Working with EGLE regarding a driveway that appears to be in a wetlands area on Major Douglas Sloan road.
- Sent first notice a violation letter to property owner on Hemlock Ave for junk accumulation on the property.
- Zoning Application for 7720 Indian Trails Dr, ZBA approved Variance request at the October 8th 2025 meeting. Shoreline Review committee visited the site on April 28th 2026, Shared plans and pictures with Tip of the Mitt. Waiting for Shoreline Restoration plan from applicant.
- Zoning permit application for a Demo and rebuild of existing home on Quarterline road. Shoreline Review Committee conducted inspection and advised applicant to work with Tip of the Mitt to create shoreland restoration plan. Shoreline plan from applicant will be submitted after the new year.
- Inspected on Villa Road for Violation of Nuisance Ordinance and a non-compliance complaint. Trying to contact landowner, last communication with landowner stated he was not well. Reached out to the VA and Tribe for additional support.
- Spoke with Holtec Representative, sign permitted to Holtec on 4/23/2025 was placed incorrectly, they are contacting MDOT for a survey showing the width of the ROW for that part of US31. Working with Holtec on the sign placement the owner has been provided information on design options.



- Property owner of Falls Storage is actively working to resolve sign violation at their parcel on US 31.
- Sent first notice of violation letter to property owner on Townline road for more than three inoperable vehicles being stored outside on the parcel.
- Shoreline Review Committee conducted a site visit on April 28th 2026 at 8740 Boyne City Road. Shoreline Restoration plan will be reviewed at the June 16th 2026 Planning Commission Meeting.
- Received Zoning Permit Application for 7738 Boyne City Road for a demo of existing home and a new 83'X124' single family dwelling unit. Shoreline Subcommittee site visit scheduled for June 10th 2026.
- Received a Rezone application for 10963 Boyne City Road from AG to RR, Planning Commission will set a public hearing date at their June 16th 2026 Planning Commission Meeting.
- Received and reviewing zoning application for an accessory building on 8240 Susan Shores Dr. Waiting for additional information from applicant.
- Reviewing Zoning Application for an addition on a single family residence located on Woods Creek Dr. Shoreline Review Committee with Tipp of the Mitt representative conducted a site visit. Waiting for Shoreline Restoration plan from applicant.
- Received and reviewing Zoning permit application for a new single family residence on Deer path Drive. Stop Work Order has been issued on this project, until shoreline protection strip is restored. Property has also been cited for wetland violation.

26-05-01	05/18/26 007-400-013-00	07125 Nine Mile Point Dr.	Doug Quada and Kathy Keljo	Replacement of roof structure with a steeper pitch and include an energy heel to the trusses and new detached garage with Variance approved by ZBA, Shoreline restoration plan as approved by the Planning Commission
26-06-01	06/03/26 007-570-012-00	11321 Summerhill Way Lot K	Ken & Jan Adkins	New 30'X60' Accessory Building

Division	05/27/26	15-007-125-009-00	7977 Pincherry rd	Ronald Shanks	RR
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May 30, 2026

Report of the Shoreland Protection Subcommittee on 8740 Boyne City Road,
Charlevoix.

A project to build a new home on a vacant waterfront lot on Boyne City rd. was submitted to the township zoning administrator. A site visit was conducted by VanZee, Griffiths, Martin, Hilton and Noah Jansen (Tip of the Mitt) on May 21, 2026. Submitted plans included a shoreland inventory of plants and trees.

The lot is an 8.5 acre that averages several hundred feet deep and initially slopes moderately towards the water until approximately half the distance to the water at which point the slope increases dramatically to the OHWM. The area between the proposed buildings and the shoreline buffer has been graded and the 50' area for the SPS has been designed to minimize runoff and stabilize the hillside. The plan calls the removal of an existing waterfront structure (already removed) and replanting the SPS with native plants and trees. Significant ground work has been done to reach an existing permitted permanent dock with the access route currently done as a two-track path that has structure totaling 6 feet wide for the length of the access route. Inside the SPS the track composition changes to permeable pavers. There is an area of native dune/soil identified for a path and much of the area is to be planted in dune grass. The existing plantings in what will be the shoreland protection strip are trees, a mix of pines, firs, and cedars of various ages and the typical ground cover that grows under them. Additional trees, shrubs and plants are to be planted most heavily closest to the OHWM including, balsam, pine and apple serviceberry.

The building setbacks are 100 to over 500 feet from the ordinary high-water mark and the landscape plan is designed to accommodate the unique characteristics of the site. A list of plants to be used has been provided.

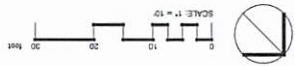
Noah Jansen, Tip of the Mitt, has provided the following feedback on the variety of the plants that are proposed to ensure that they are appropriate to the location. "Thank you for taking the time to visit the property with me today. After seeing the slope of the site in-person, I acknowledge the need for having the fire pit, paver area, etc. located in the only flat area, which is all or mostly within the SPS. I do appreciate the use of permeable pavers and path materials and the tree plantings to stabilize the slopes above the SPS. The proposed plantings in the SPS use native species (dune grass and creeping juniper) that would occur together in a natural ecosystem (sand dunes). I would also encourage them to plant some larger, more robust shrubs within the first 10 feet from the top of the riprap for additional protection from shoreline erosion. These could be grouped together and the groups spaced to allow views. Potential species

include common juniper (*Juniperus communis*), red osier dogwood (*Cornus sericea*), ninebark (*Physocarpus opulifolius*), and soapberry (*Shepherdia canadensis*)."

Given the nature of the property and intensive design work on the SPS, to include as feasible the recommendations from the Tip of The Mitt consultant it is recommended that the Plan be approved.

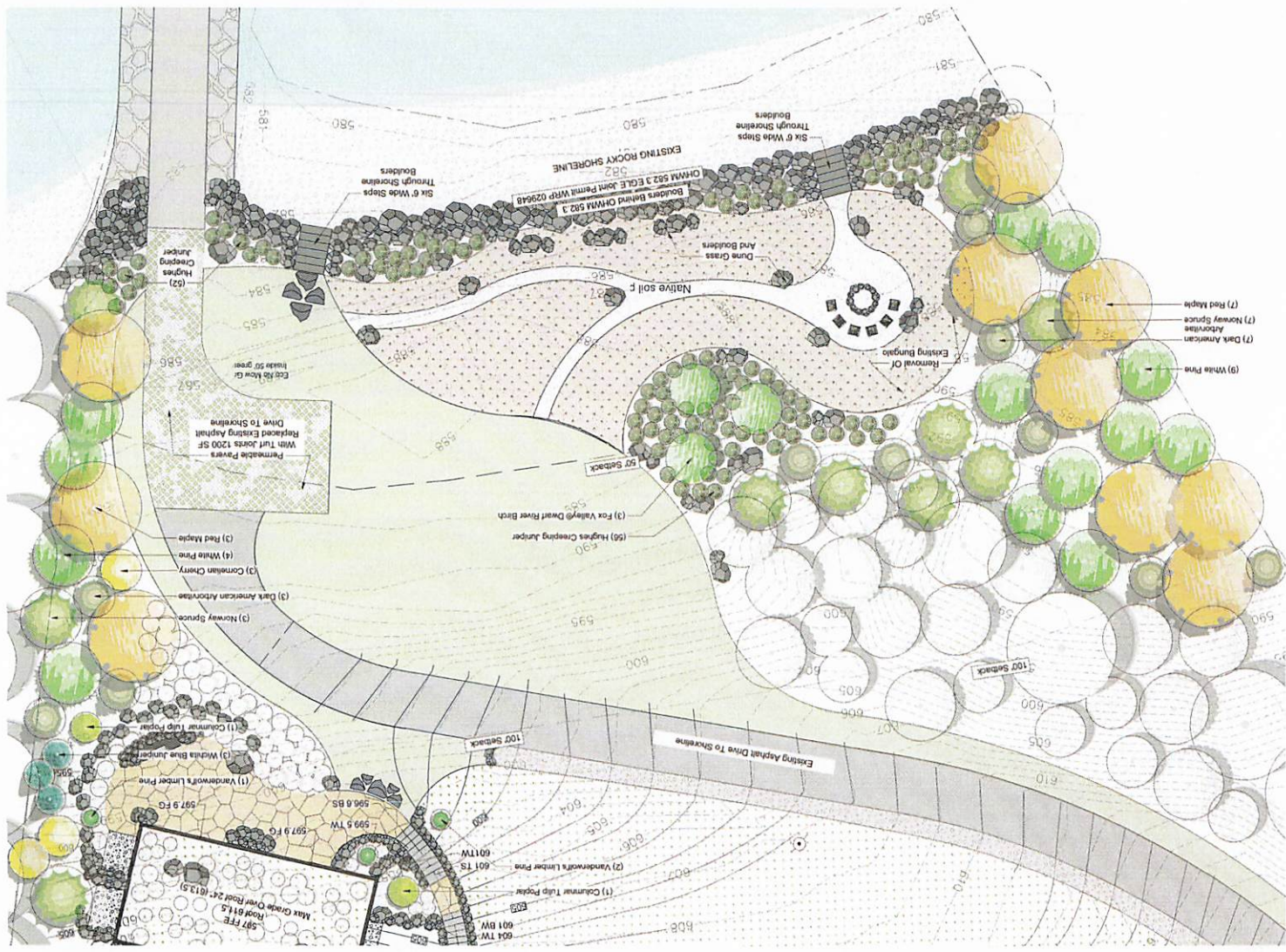






REFERENCE NOTES SCHEDULE GROTO AREA		
SYMBOL	DESCRIPTION	QTY
	DIAMOND GOLD	1,052 sq
	Unlock Turfstone A With Grass Fill	1,198 sf
	Permeable open grid paver units. Pattern requires 100% Standard units. For permeable, pedestrian, light vehicular, and heavy vehicular applications.	3,955 sf
	Sandy Shoreline Behind OHWM	3,955 sf

SYMBOL	BOTANICAL / COMMON NAME	SIZE	QTY	TREES		GROUND COVERS	
							
	Acer rubrum	2" Cal.	10		Red Maples		Artemisia biennazialis
	Delia ngra Little King	10' - 12'	3		Fox Valley Dwarf River Birch		Hughes Creeeping Juniper
	Cornus mas	4' Ht.	3		Common Cherry		Juniperus horizontalis 'Hughes'
	Juniperus scopulorum 'Wichita Blue'	4' Ht.	3		Wichita Blue Juniper		American Beechgrass
	Lindocdun 'Sifera' 'F. narsigata'	8' Ht.	2		Columbar Tulip Poplar		Dark American Arborviva
	Picea abies	6' - 8'	10		Norway Spruce		White Pine
	Picea canadensis 'Vanderwolf's'	6' Ht.	3		Vanderwolf's Lambert Pine		Pinus strobus
	Pinus strobus	10' - 12'	13		White Pine		Thun occidentalis 'Dark Green'
	Juniperus horizontalis 'Dark Green'	10'	10		Shrubs		Juniperus horizontalis 'Hughes'
13.30							



June 10, 2026

Report of the Shoreland Protection Subcommittee on 7738 Boyne City Road, Charlevoix.

A project to tear down an existing old house and build a new home on a waterfront property on Boyne City rd. was submitted to the township zoning administrator. A site visit was conducted by VanZee, Griffiths, Martin, Hilton and Noah Jansen (Tip of the Mitt) on June 10, 2026. Submitted plans included a statement desiring to leave the existing shoreland area as it is comprised of native and no-native but soil appropriate plants and trees.

The property is a 54.5-acre compound that averages approximately ¼ mile deep and initially slopes towards the water through a series of large plateaus until approximately 540 feet of distance to the water at which point the slope decreases dramatically to the OHWM. The natural area which varies in depth between 150' -200' runs across the property at the shoreline and the total slope change between the lawn and the water is less than 4ft or 2% in elevation. The building setback is over 500 feet from the ordinary high-water mark

The area between the proposed buildings and the shoreline buffer has been maintained as a lawn area and the area of land some 150'- 200'deep including the 50' area for the SPS has been left with the naturally occurring vegetation that will grow in the acidic soil. The plan calls for not disturbing the existing natural area. There is a bark chip path totaling 6 feet wide for the depth of the natural area as an access route to the water. The existing plantings in what will be the shoreland protection strip are trees, a mix of pines, tamaracks, and cedars of various ages and the typical ground cover that grows in alkaline soils that are often under water during the high-water times. The many stumps in the SPS reflect an amount of tree removal over the years that is likely beyond what is currently allowed. Planting 20 native trees and 20 native shrubs is recommended, to be planted most heavily closest to the OHWM including. A 1/2- to 2-gallon pot size is ideal. Recommended tree species include tamarack (*Larix laricina*), paper birch (*Betula papyrifera*), white pine (*Pinus strobus*), balsam poplar (*Populus balsamifera*), red maple (*Acer rubrum*), and, if they can be protected from deer browse, white cedar (*Thuja occidentalis*). Recommended shrubs include ninebark (*Physocarpus opulifolius*), red osier dogwood (*Cornus sericea*), silky dogwood (*Cornus amomum*), pussy willow (*Salix discolor*), shrubby cinquefoil (*Dasiphora fruticosa*), Kalm's St. John's-wort (*Hypericum kalmianum*), and soapberry/russet buffaloberry (*Shepherdia canadensis*). Additionally, any existing tree and shrub seedlings growing

in the SPS should be allowed to continue to grow to help reestablish the natural vegetation there.

Given the nature of the property and the large natural area and including the recommendations from the Tip of The Mitt consultant it is recommended that the Plan be approved.























SITE CIVIL PLANS

FOR

NEW RESIDENCE FOR MR. & MRS. LESTER

7738 BOYNE CITY ROAD

HAYES TOWNSHIP,, CHARLEVOIX COUNTY, MICHIGAN



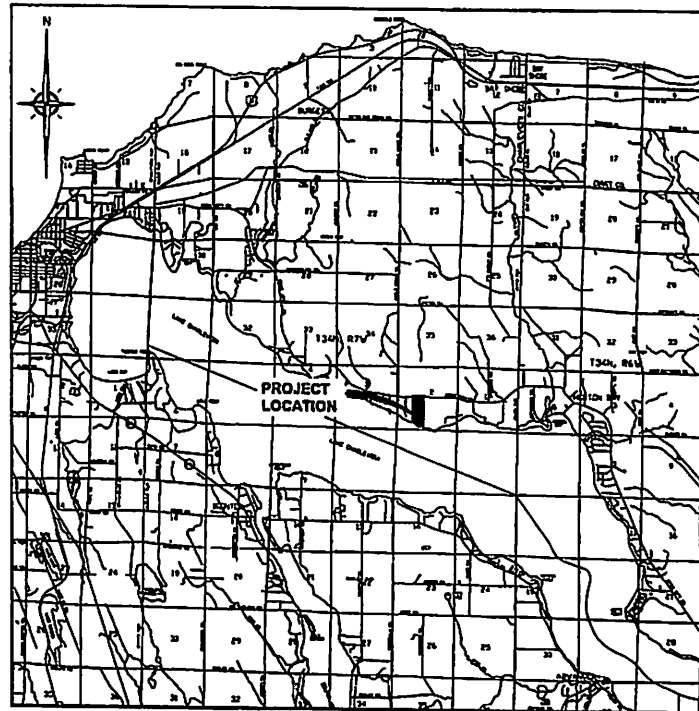
VICINITY MAP
SCALE

ARCHITECT

CSI DESIGN PROFESSIONALS
630 W. LONG LAKE, SUITE 110
BLOOMFIELD HILLS, MI 48307
248 843.2903

ENGINEER

GOSLING CZUBAK ENGINEERING SCIENCES, INC.
1200 BUSINESS PARK DRIVE
TRAVERSE CITY, MICHIGAN 49606-8802
231 946.8191 - 800 952 0282
www.goslingczubak.com info@goslingczubak.com



LOCATION MAP
NOT TO SCALE

SHEET INDEX	
SHEET #	SHEET TITLE
C000	COVER PAGE
C100	TOPOGRAPHIC SURVEY
C101	DEMOLITION PLAN
C200	OVERALL PROPOSED SITE PLAN
C201	DETAILED SITE PLAN
C300	OVERALL SEPTIC PLAN
C301	DETAILED DRAINFIELD PLAN
C500	CONSTRUCTION DETAILS



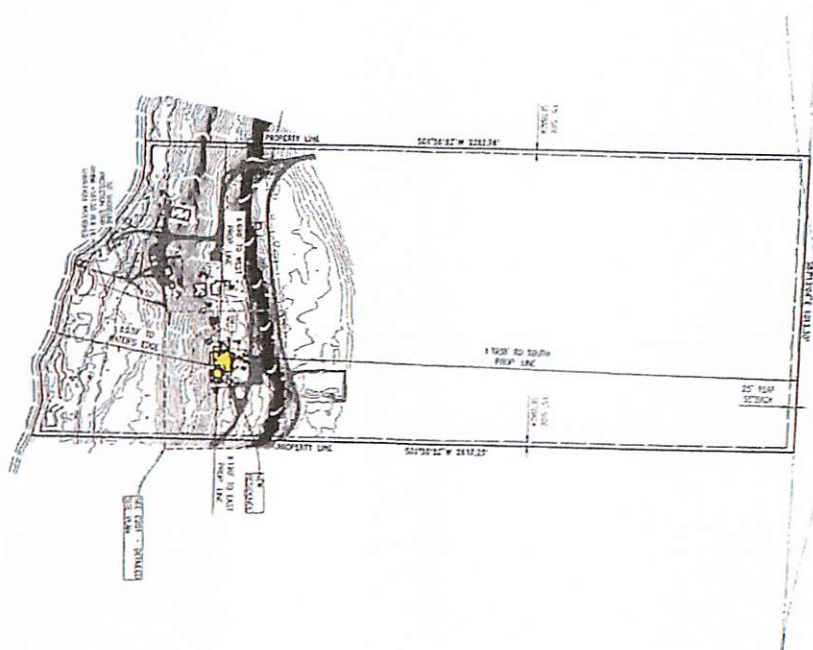
Know what's below.
Call before you dig.



LESTER RESIDENCE - 7738 BOYNE CITY ROAD

Issue Date
Project No.
250373
Sheet
C000

ORIGINAL SHEET SIZE IS 24"X36" HALF SCALE SHEET IS 18"X24"



811
Know what's below.
Call before you dig.

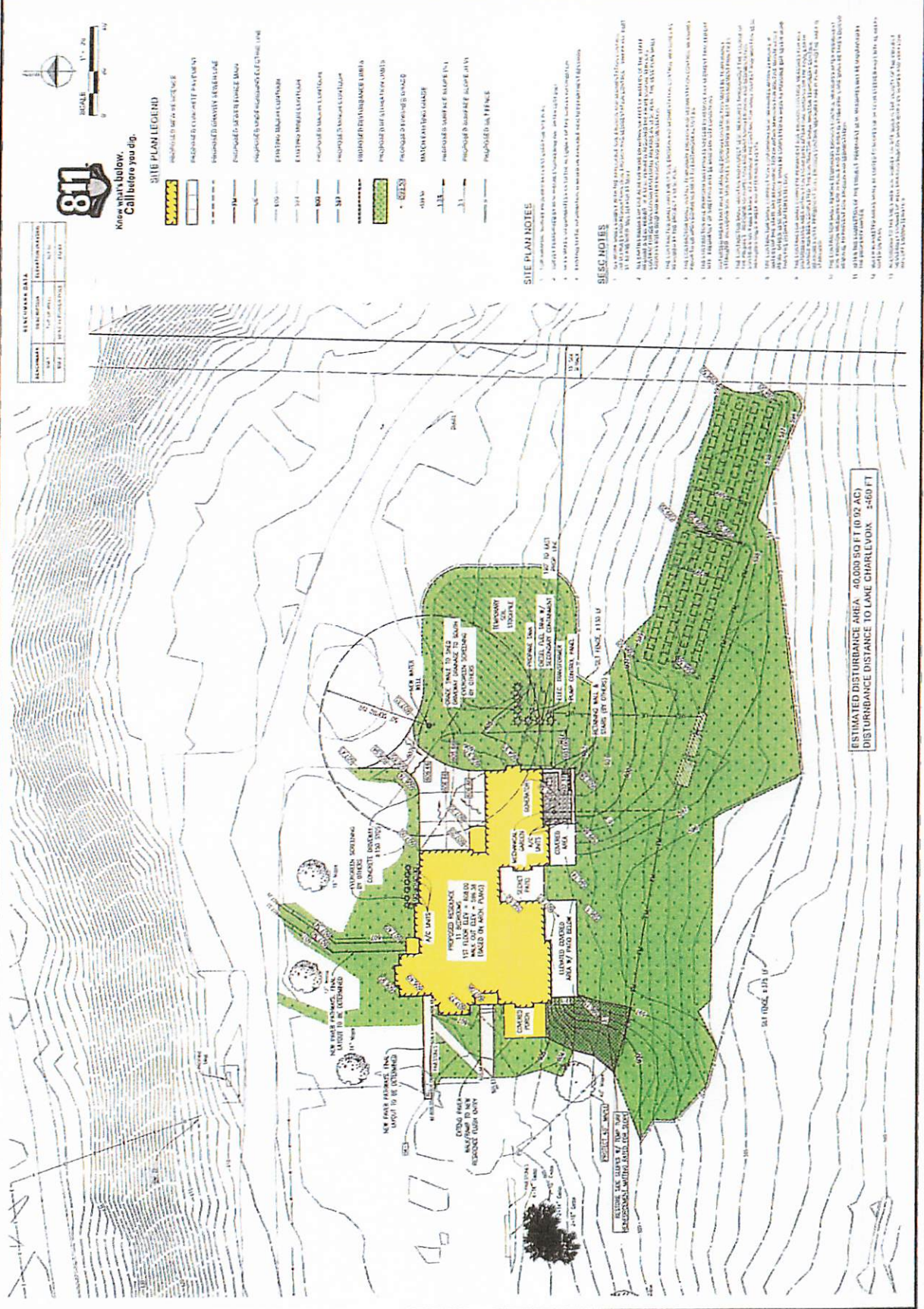


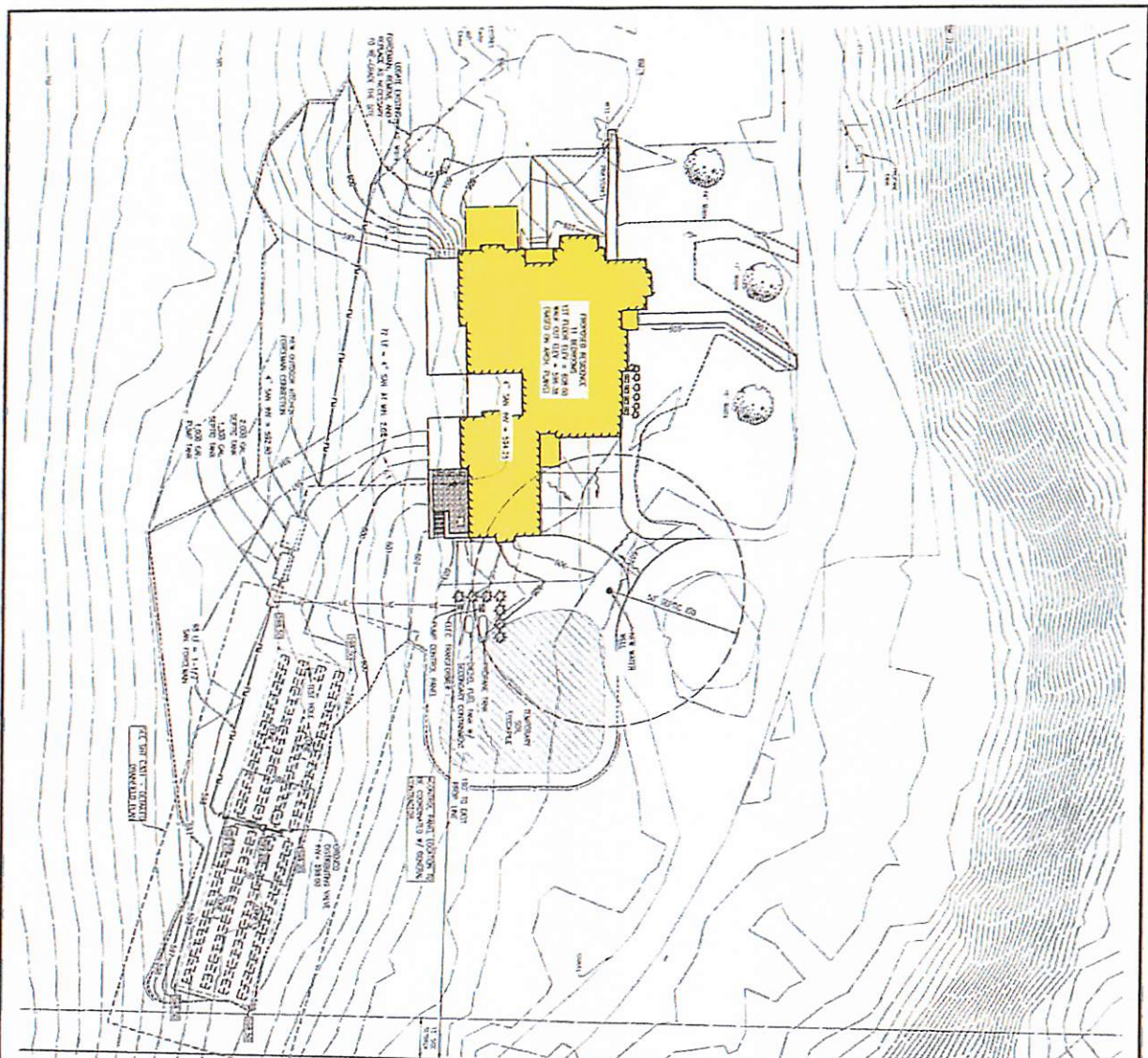
- LEGEND**
- Proposed Driveway
 - Proposed House
 - Proposed Lawn
 - Proposed Landscaping
 - Proposed Fencing
 - Proposed Pool
 - Proposed Deck
 - Proposed Patio
 - Proposed Walkway
 - Proposed Stairs
 - Proposed Retaining Wall
 - Proposed Foundation
 - Proposed Foundation Footing
 - Proposed Foundation Wall
 - Proposed Foundation Slab
 - Proposed Foundation Pier
 - Proposed Foundation Column
 - Proposed Foundation Beam
 - Proposed Foundation Joist
 - Proposed Foundation Truss
 - Proposed Foundation Rafter
 - Proposed Foundation Sill
 - Proposed Foundation Bolt
 - Proposed Foundation Nut
 - Proposed Foundation Washer
 - Proposed Foundation Plate
 - Proposed Foundation Anchor
 - Proposed Foundation Bracket
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 - Proposed Foundation Nail
 - Proposed Foundation Screw

BENCHMARK DATA			
DATE	DESCRIPTION	STATIONING (FEET)	NOTES
01/15/11	Top of Bench	100.00	
01/15/11	Bottom of Bench	100.00	

OVERALL PROPOSED SITE PLAN
LESTER RESIDENCE - 7738 BOYNE CITY ROAD
CBI DESIGN PROFESSIONALS

C200
2011/11/15
CBI DESIGN PROFESSIONALS
7738 BOYNE CITY ROAD
BOYNE CITY, MI 48015
734.766.1111
www.cbidesign.com





REVISIONS	
NO.	DESCRIPTION
1	ISSUED FOR PERMIT
2	ISSUED FOR CONSTRUCTION

WASTEWATER NOTES

1. ALL CONSTRUCTION AND LANDSCAPING SHALL BE COMPLETED TO THE HEALTH DEPARTMENT'S SATISFACTION PRIOR TO THE START OF THE WASTEWATER SYSTEM.
2. THE WASTEWATER SYSTEM SHALL BE DESIGNED TO SERVE THE HOUSE AND ANY OTHER BUILDINGS ON THE LOT.
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BASIS OF DESIGN

1. THE WASTEWATER SYSTEM SHALL BE DESIGNED TO SERVE THE HOUSE AND ANY OTHER BUILDINGS ON THE LOT.
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SCALE
1" = 40'



Know what's below.
Call before you dig.

SITE PLAN LEGEND	
---	PROPOSED DRAINAGE SYSTEM
---	PROPOSED DRAINAGE SYSTEM
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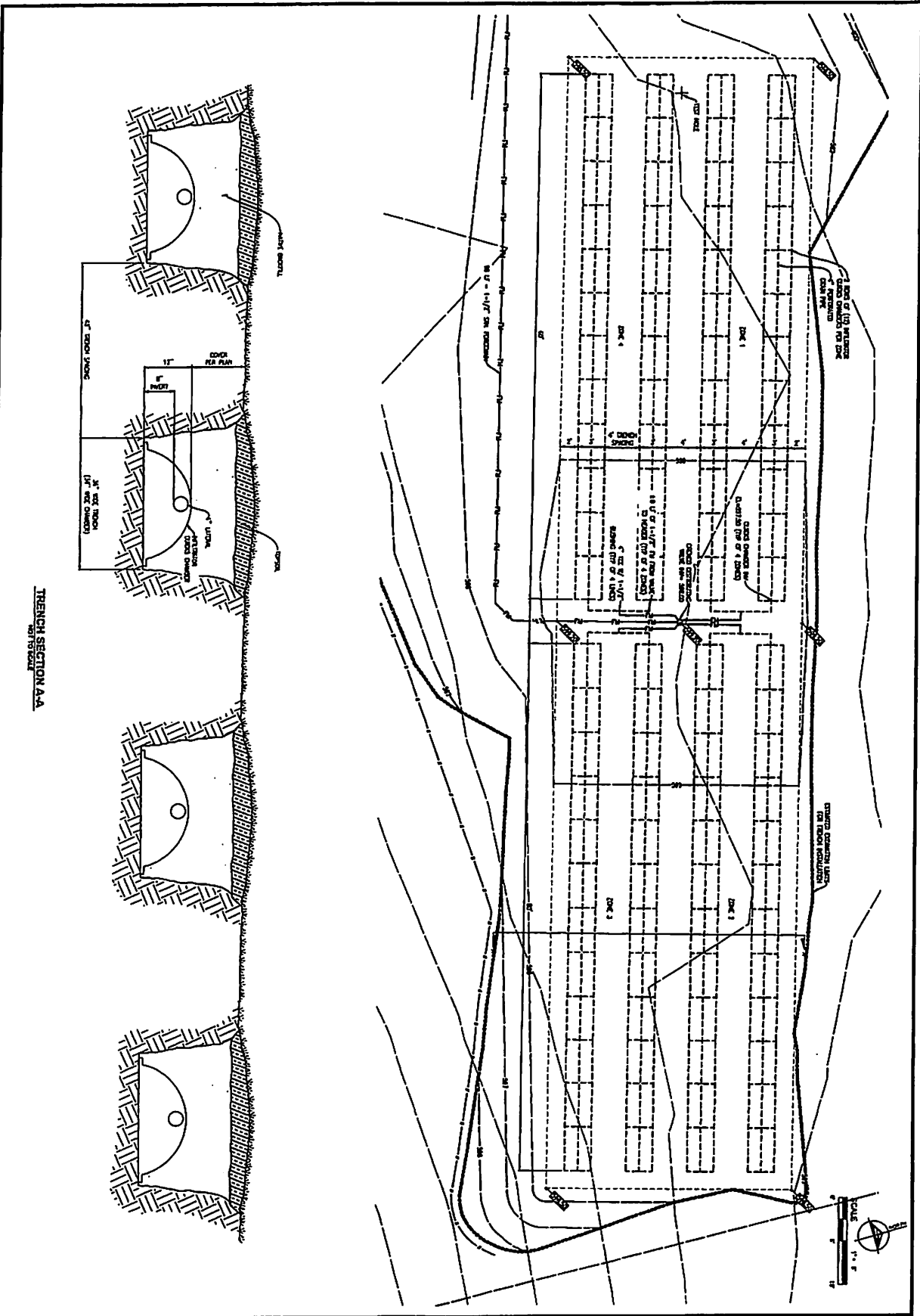
OVERALL SEPTIC PLAN LESTER RESIDENCE - 7738 BOYNE CITY ROAD CBI DESIGN PROFESSIONALS

NO.	DESCRIPTION
1	ISSUED FOR PERMIT
2	ISSUED FOR CONSTRUCTION

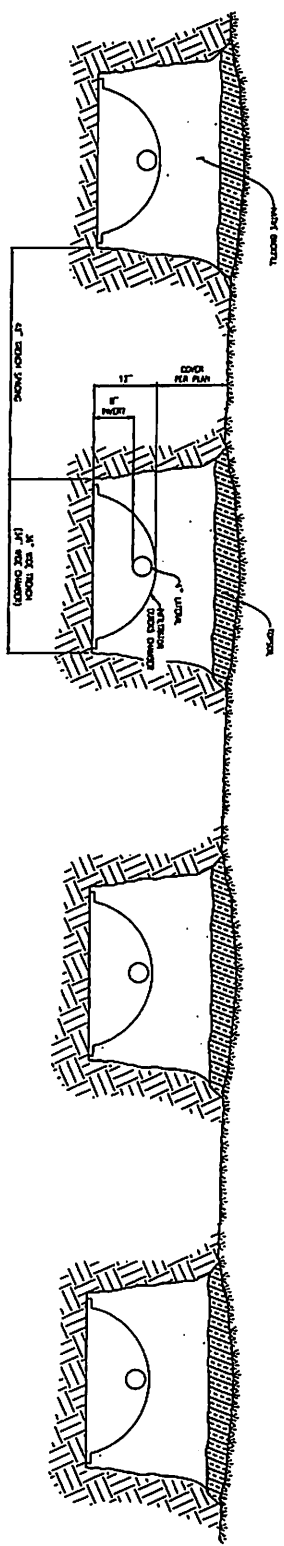
811
Know what's below.
Call before you dig.

1-800-4-A-DIG
1-800-4-ADIG
1-800-4-ADIG
1-800-4-ADIG
1-800-4-ADIG
1-800-4-ADIG
1-800-4-ADIG
1-800-4-ADIG
1-800-4-ADIG
1-800-4-ADIG

C300



TRENCH SECTION A-A
NOT TO SCALE



DETAILED DRAINFIELD PLAN
LESTER RESIDENCE - 7738 BOYNE CITY ROAD
 CBI DESIGN PROFESSIONALS

Project Information

Project Name	7738 Boyne City Road
Client	Mr. & Mrs. Lester
Address	7738 Boyne City Road, Boyne City, MI 49811
City	Boyne City, MI
State	MI
Zip	49811
Phone	(507) 333-1111
Fax	(507) 333-1112
E-mail	info@cbi.com
Website	www.cbi.com
Project No.	200772
Drawn By	J. Smith
Checked By	M. Jones
Approved By	C. Brown
Date	10/15/07

Legend

1" = 10'	Horizontal Scale
1" = 4'	Vertical Scale

Notes

1. All trenches to be constructed in accordance with the Michigan Department of Transportation (MDOT) Standard Specifications for Road and Bridge Construction, 2004 Edition, Section 1000.
2. All trenches to be constructed in accordance with the Michigan Department of Transportation (MDOT) Standard Specifications for Road and Bridge Construction, 2004 Edition, Section 1000.
3. All trenches to be constructed in accordance with the Michigan Department of Transportation (MDOT) Standard Specifications for Road and Bridge Construction, 2004 Edition, Section 1000.

