Hayes Township Zoning Permit Application
9195 Major Douglas Sloan Rd.
Charlevoix, MI 49720
(231)547-6961

Office Use Only

Zone District:_____ Permit Number:_____ Fee:_____ Date:_____

GENERAL INFORMATION

Property Owner Name(s)_____

Mailing Address_____

Telephone_____Cell:_____EMAIL:_____

PROPERTY INFORMATION

Property Tax ID Number(s)15-007- ____ - _____ - ___

Property Address _____

PROPOSED USE OF PROPERTY

Type of Improvement(s)(describe)_____

_____

New Construction___ Reconstruction___ Addition___ Sign___

Dimensions of Proposed Structure_____HEIGHT_____

Other_____

Contractor _____ Contractor Contact Information _____

Construction Cost $_____ (please see attached fee sheet for permit cost)

PERMITS & REQUIRED DOCUMENTS (For Office Use Only)

Health Department _____ Soil Erosion _____ Road Commission _____

Site Plan Required. _____ Survey Required _____ Corps of Engineers_ D.N.R._ EGLE _____

Shoreland Protection Plan _____ Fire Cheif Inquiry _____

Proposed Property Line Setback for Building

Side _____ Front _____ Rear _____

Owners Signature(s) _____

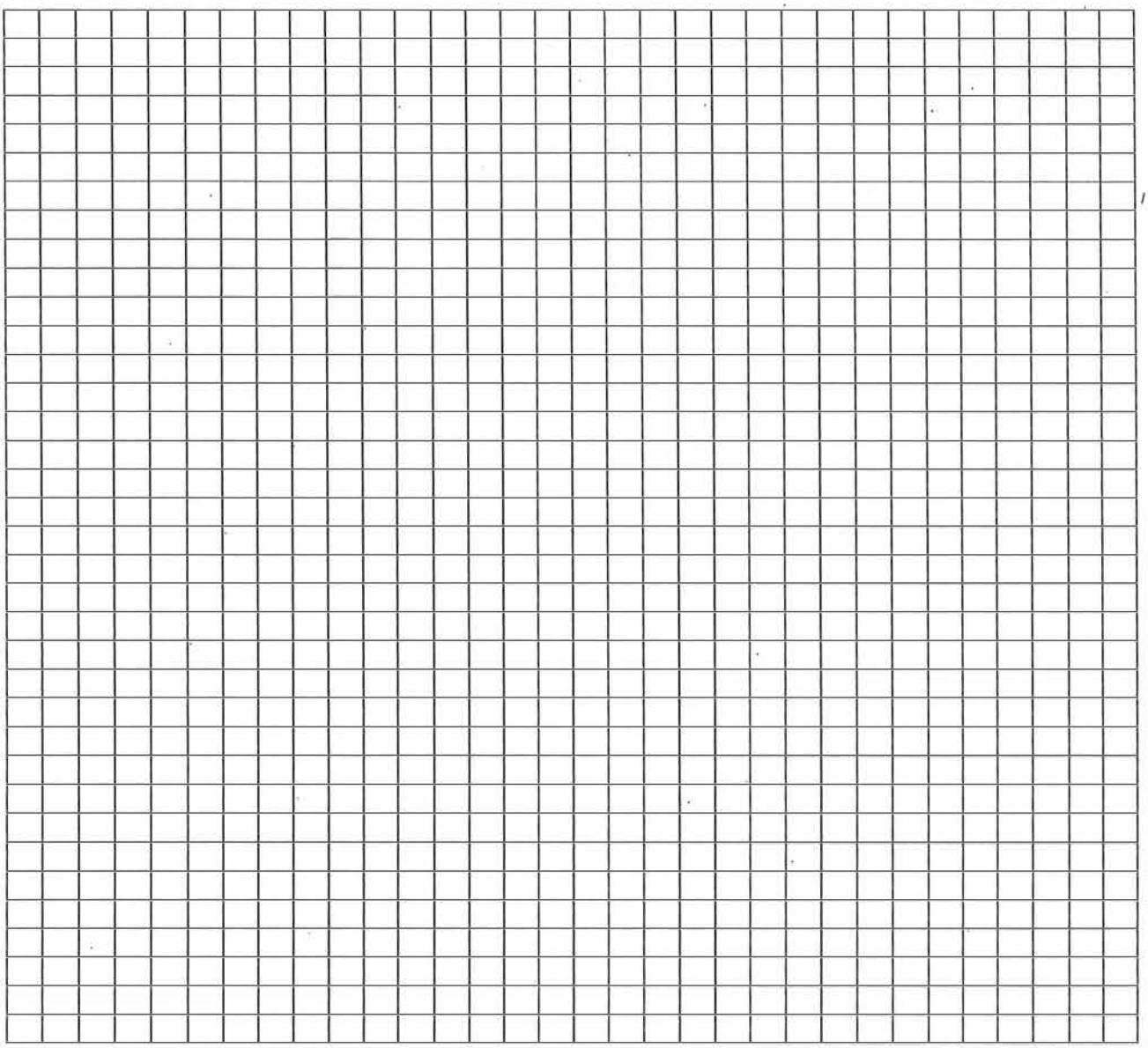
Owners Name (Printed) _____

Zoning Administrator Signature _____ Date_____

SEE ADDITONAL PAGES

Approved Denial Reason _____

Prepare a drawing on the grid sheet, separate sheet of paper, or on survey of property showing lot location (road names, lake shore, ordinary high water mark, streams, easements, rights-of-ways, unusual topographic features}, lot dimensions, location and dimensions of all existing and proposed structure(s} including height, distance between structure(s) and front, rear and sides lot lines. L.ocate driveway, giving distance *to* nearest side lot line. Also show locations of well, septic tank and drain field. Please refer to Instruction page.



NOTE: The Township must inspect the layout of the building and verify all application information. The signature of the applicant on this application authorizes the inspection of this property. Please call the Zoning Administrator at 231-547-6961 when the site is staked, but before construction begins. Mall completed application to: Zoning Administrator, 09195 Major Douglas Sloan Road, Charlevoix, ML 49720. You may also contact the Zoning Administrator at zoning@hayestownshipmi.gov.For waterfront properties: a shoreline inspection is also required. A signed application authorizes the Township officals and consultants to visit and inspect property.

Whenever your property has an improvement added, it is added to the Hayes Township Assessment Roll. The Hayes Township Assessor is notified of new zoning permits & will visit your property to assess the improvements. If you prefer to have an appointment vs the assessor coming to your home unannounced, you should contact the assessor to schedule an appointment. Assessor, 231-497-9361.

HAYES TOWNSHIP ZONING
PERMIT APPLICATION
09195 Major Douglas Sloan Road
Charlevoix, MI 49720
Zoning Administrator (231) 547-6961

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 the 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 EGLE Wetlands permit, if one is required, prior to the issuance of a Zoning Permit.

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

The Zoning Administrator (ZA) is required to do onsite inspections to take measurements, pictures, etc. You will be required to mark, or stake, the location of all structures upon the parcel so the ZA may complete these tasks. If a Zoning Permit is issued and it is found the measurements on the application for the permit are not accurate the permit will be voided.

A copy of section 4.13 of the Zoning Ordinance has been provided to help you understand setbacks, minimum sq. footage and lot requirements.

All Commercial and Industrial properties require a development plan.

ALL PERMITS REQUIRED BY THE ZONING ORDINACE SHALL BE DISPLAYED FACEOUT, WITHIN 24 HOURS OF ITS ISSUANCE BY PLACING THE SAME IN A CONSPICUOUS PLACE ON THE PREMISES FACING TH NEAREST STREETS AND SHALL BE CONTINUOUSLY DISPLAYED UNTIL ALL WORK IS COMPLETED.

HAYES TOWNSHIP
ZONING PERMIT PROCEDURES

House/Mobile Home Permit

- Health Department Permit for Septic & Well - (231) 547-6523
  220 W. Garfield, Charlevoix, MI 49720

- If wetlands are Involved or property is within 500 feet from a lake or stream a permit is needed from:

  - Charlevoix Soil and Water Conservation District- (231) 547-7236 Wendy Armstrong, 301 State St., County Building, Charlevoix, MI 49720

  - Environment, Great Lakes, and Energy (EGLE)
    (800) 662-9278 525 W Allegan St, Lansing, MI 48933

- Driveway permit if new driveway or pavement/blacktop if existing drive
  Charlevoix County Road Commission - (231) 582-7330, 1251 Boyne Ave., P.O. Box 39, Boyne City, MI 49712

- House number for any new residence. Charlevoix County Equalization -
  (231) 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- (231) 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 are involved or property is within 500 feet from a lake or stream a Wetlands and Soil Erosion Permit is needed.

- Zoning Permit required if square footage is more than 200 square feet or on a permanent foundation

- Building Permit

Accessory Building -Agriculture Use

Zoning Permit required.

- Building Permit,may not be required

Addition to Residence/Accessory Building

- All Setback regulations must be met.

- Building Permit is required.

- If bedrooms are being added all above permits must be obtained.

Section 4.13 Schedule of Regulaf --

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

a. -Maximum height shall be 30' for structures located wrthin fOOO feet of the ordinary high water mark of lakes, unless specifically waived by the Planning Commission upon finding the proposed structure is separated from the Jake by an existing topographic feature so that the lake is not visible from a distance 1,000' from the ordinary high water mark.

b. Exceptions to height standards for Agricu.[tural Uses. The maximum height of permitted agricu[tura[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 [east 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 tqwer 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) dwelllng 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 frfty (850) square feet shall be maintained.

g. The side yard setback for a single family dwe[ling sha[l be reduced to twenty-five (25) feet.

h. Any property located on water frontage is also subject to the requirements of Section 3.14 Waterfront Regulations.

HAYES TOWNSHIP FEE SCHEDULE

TYPE OF APPLICATION/PERMIT	Fee
ZONING PERMITS	
Applications shall be filed in writing with the Zoning Administrator, and shall be signed by the applicant, or by his or her authorized agent. Enclosed a check payable to Hayes Township in the appropriate amount. Zoning Permit Fee is as follows:	50.00 Minimum
Projects costing between $20,000 and $70,000	70.00
Projects costing between $70,001 and $100,000	90.00
Projects costing between $100,001 and $200,000	140.00
Projects costing between $200,001 and $300,000	190.00
Projects costing between $300,001 and $400,000	240.00
Projects costing between $400,001 and $500,000	290.00
Projects costing between $500,001 and $600,000	340.00
Projects costing between $600,001 and $700,000	390.00
Projects costing between $700,001 and $800,000	440.00
Projects costing between $800,001 and $900,000	490.00
Projects costing between $900,001 and $1 million	540.00
Projects costing over 1 million	600.00 MAX
Zoning Permits renewed prior one year expiration, provided continual work is being performed	No Charge
Renewal of expired permit:	
Replanting Shoreland Protection	50.00
Additional inspections of replanting Shoreland Protection/Landscaping (each time) *	50.00
	50.00
BOARD OF APPEALS	
Initial Application (Additional hours billed at $26.00/hour)	960.00
Subsequent meeting when tabled at the request of the applicant for more than 10 days	590.00
REZONING REQUEST	
Contiguous Parcels	350.00
SPECIAL LAND USE/SPECIAL APPROVAL REQUESTS	
Residential	100.00
Commercial	200.00
SITE PLAN/DEVELOPMENT PLAN REVIEW, SPECIAL USE PERMIT	
PUD's, Commercial, Industrial Developments or Site Condominiums	300.00
Single Family Subdivision Plat Application Review - Each Phase ofReview	300.00
RE-PUBLISHING FEE	Actual Cost
LAND DIVISION APPLICATION or RECONFIGURATION	150.00
SIGN PERMIT	50.00
SPECIAL MEETING REQUEST	Actual Cost of members and staff present
Example: Each Planning Commission Member @90.00, Chairman @140.00, Secretary @225.00 and Zoning Administrator @$110.00.	
COPIES	
Zoning Ordinance - Resident/Non Resident	22.00
Comprehensive Plan - Resident/Non Resident	22.00
Freedom of Information Act (FOIA), mailing list, minutes etc	
Per Page	.10
Per Hour	26.00
NON-SUFFICIENT FUNDS (NSF) Effective 07/13/09	Cost of Bank Charges

HALL RENTAL Resident Funeral Dinner All Hall Rentals are subject to Hayes Township residency & deposit (100.00)	 100.00 No Charge
CEMETERY FEES Single Burial Plot in Old Section (Cremation Only) Single Burial Plot in New Section Grave Open/Close Cremains Burial Open/Close Grave Marker Foundation Installation Grave Marker Foundation All fees subject to Hayes Township Cemetery Ordinance #091018 Weekend/Holiday Winter Burial	100.00 300.00 750.00 200.00 125.00 Township Cost + Shipping 1.5 X Actual cost not to exceed $5500.00
SEE REVERSE SIDE FOR MORE FEES **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 9.05.2 of the Zoning Ordinance.** ***Charged to the developer or landowner if initial inspection is not passed due to failure to install plants and landscaping according to the requirements of the Hayes Township Ordinance and the approved site plan.**	