

HAYES TOWNSHIP
09195 OLD US 31 N, CHARLEVOIX, MI. 49720

ZONING PERMIT APPLICATION

ZONE DISTRICT _____ PERMIT NUMBER _____ FEE _____ DATE RECIEVED _____

GENERAL INFORMATION

Property Owner Name(s) _____

Mailing Address _____

Telephone _____ Cell: _____ EMAIL: _____

PROPERTY INFORMATION

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

Property Address _____

Contractor _____ Contractor Contact Information _____

PROPOSED USE OF PROPERTY

Type of Improvement(s)(describe) _____

New Construction _____ Reconstruction _____ Addition _____ Sign _____ Other _____

Dimensions of Proposed Structure _____ HEIGHT _____

PROPOSED ZONING PERMIT

Special Use _____ Type of Special Use _____

P.U.D. _____ Rezone _____ Land Division/Split Involved? _____

PERMITS & REQUIRED DOCUMENTS

Site Plan Required _____ Survey Required _____ Health Dept. _____

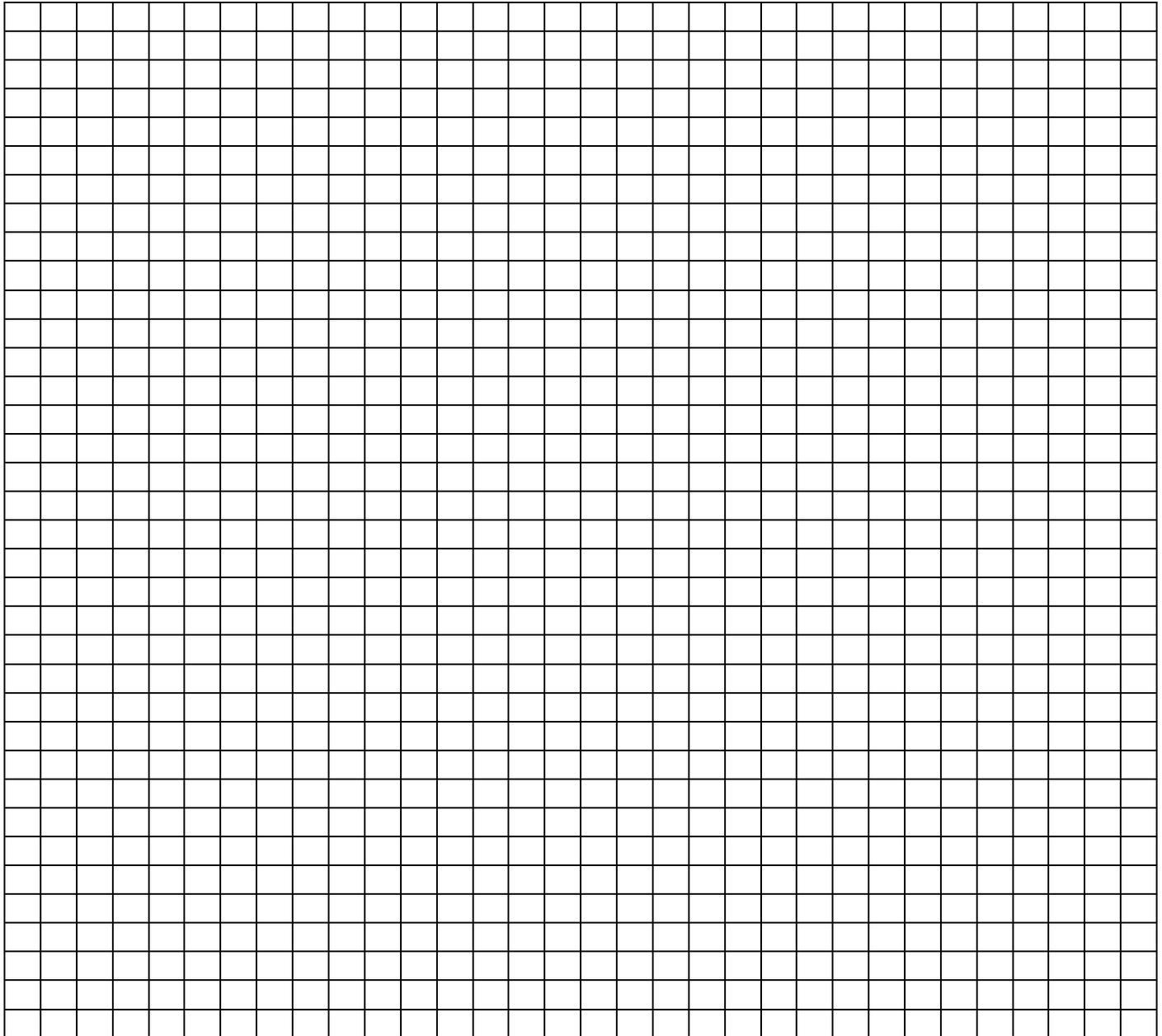
Road Commission _____ Soil & Erosion _____ Corps of Engineers _____ D.N.R. _____ D.E.Q. _____

Owners Signature(s) _____

Zoning Administrator Signature _____

SEE REVERSE SIDE

Prepare a drawing on the grid sheet or a separate sheet of paper showing lot location (road names, lakeshore, 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. Locate 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 231-497-9360 when the site is staked, but before construction begins. Mail completed application to: Zoning Administrator, 09195 Old US 32 N, Charlevoix, MI. 49720. You may also contact the Zoning Administrator at zoning@hayestownshipmi.gov.
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 Old US 31 N. - Charlevoix, MI 49720
Zoning Administrator (231) 497-9360
FAX (231) 237-0046

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 MDEQ 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 ORDINANCE SHALL BE DISPLAYED FACEOUT, WITHIN 24 HOURS OF ITS ISSUANCE BY PLACING THE SAME IN A CONSPICUOUS PLACE ON THE PREMISES FACING THE 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
 - 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 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 Regulations

Zoning District	District Name	Minimum Lot Area			Max. Ht. Structure Feet	Minimum Yard Setbacks (h)			Minimum Square Footage	Max % of Impervious Surface
		Area	Width	Depth		Front	Side	Rear		
CR	Conservation Reserve	NA	NA	35 (d)	NA	NA	NA	NA	15	
A-1	Agricultural	10 Ac	330 ft	35 (b) (d)	25	50 (g)	50	600	30	
RR-1	Rural Residential	5 Ac	330 ft	35 (b)	25	25	25	900	15	
R-1	Low Density Residential	2 ac	200 ft	35 (a)	25	15	25	900	15	
R-2	Small lot Residential	¾ ac	120 ft	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 Family Residential	(e)	200 ft	35	40	30	40	900 (f)	50	
R-5	Mobile Home Park - Residential	5,000 sf/unit	50 ft	35	20	10	20	900	NA	
C-1	Neighborhood commercial	1 Ac	100 ft	35 (c) (d)	35	15	35	NA	60	
C-2	General Commercial	2 Ac	100 ft	35 (c) (d)	35	15	35	NA	60	
I-1	General Industrial	2 Ac	200 ft	50 (c) (d)	50	25	50	NA	60	

- a. Maximum height shall be 30' for structures located within 1,000 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 lake 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 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.
- g. The side yard setback for a single family dwelling shall 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.