



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

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\_\_\_\_\_

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\_\_\_\_\_ Rezone\_\_\_\_ Land Division/Split Involved?\_\_\_\_\_

**PERMITS & REQUIRED DOCUMENTS**

Site Plan Required\_\_\_\_\_Survey Required\_\_\_\_\_Health Dept.\_\_\_\_\_

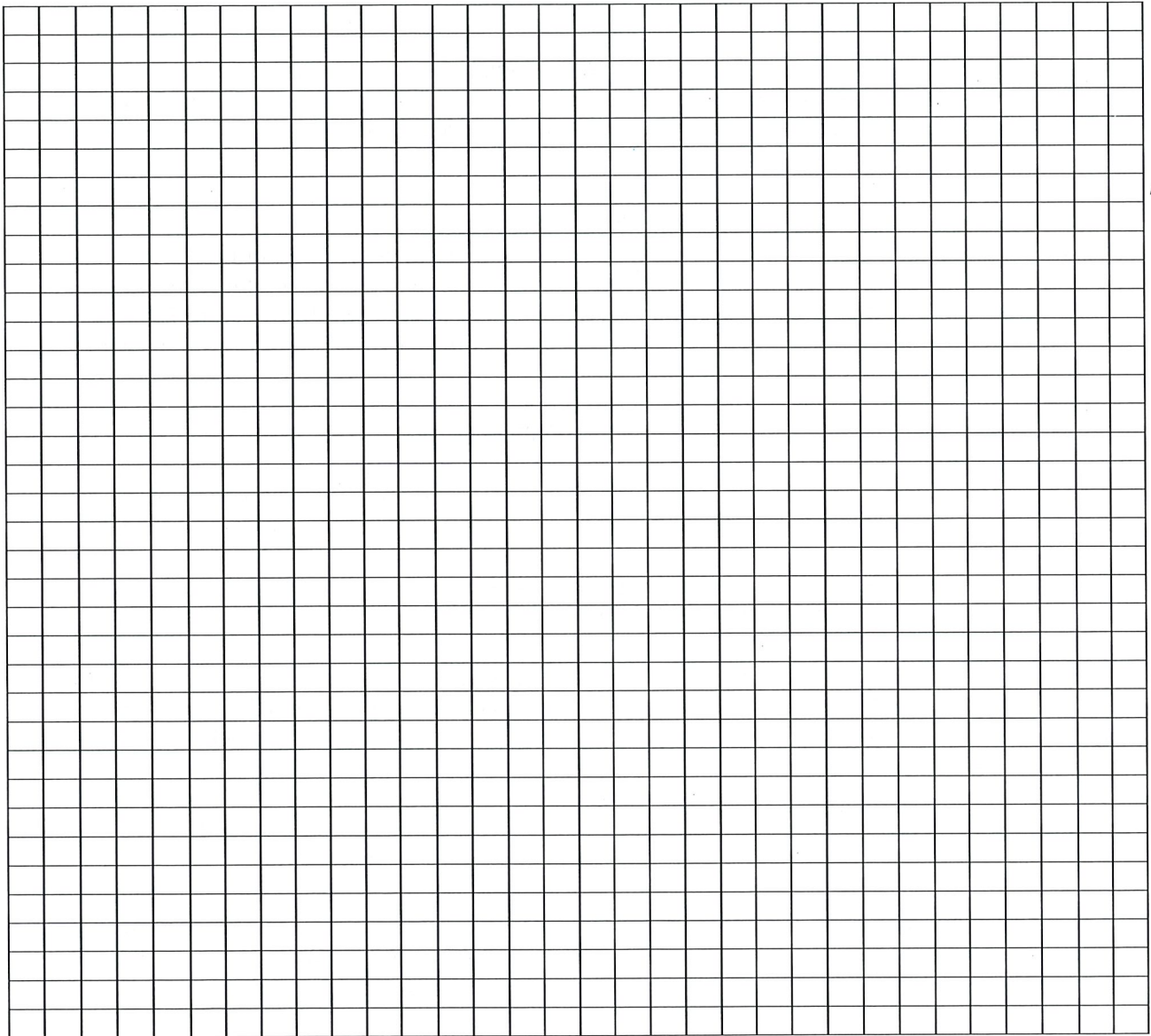
Road Commission\_\_\_\_Soil & Erosion\_\_\_\_Corps of Engineers\_ D.N.R.\_ D.E.Q.\_

**Owners Signature(s)**\_\_\_\_\_

**Zoning Administrator Signature**\_\_\_\_\_

**SEE ADDITONAL PAGES**

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 231-547-6961 when the site is staked, but before construction begins. Mail completed application to: Zoning Administrator, 09195 Major Douglas Sloan Road, Charlevoix, MI 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 officials 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 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:
  - o Charlevoix Soil and Water Conservation District- (231) 547-7236  
Wendy Armstrong, 301 State St., County Building, Charlevoix, MI 49720
  - o 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 Regulation

Zoning District	District Name	Minimum Lot Area		Max.Ht. Structure Feet	Minimum Yard Setbacks (h)			Minimum Square Footage	Max % of Impervious Surface
		Area	Width		Front	Side	Rear		
CR	Conservation Reserve	NA	NA	35 (d)	NA	NA	NA	NA	15
A-1	Agricultural	10Ac	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 Family 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 within 1000 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.

## HAYES TOWNSHIP FEE SCHEDULE

TYPE OF APPLICATION/PERMIT	Fee
<b>ZONING PERMITS</b> 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: Projects costing between \$20,000 and \$70,000 Projects costing between \$70,001 and \$100,000 Projects in excess of \$100,000  If a zoning Permit expires and needs to be re-issued, the Zoning Permit application fee will be $\frac{1}{2}$ of the original zoning permit application fee, as long as no changes are made from the original zoning permit application. Zoning Permit After the Fact Replanting Shoreland Protection Additional inspections of replanting Shoreland Protection/Landscaping (each time)*	50.00 Minimum 70.00 90.00 90.00 plus 10.00 for each increment of 20,000 over 100,000  Double Original Fee 100.00 50.00
<b>BOARD OF APPEALS</b> Initial Application (Additional hours billed at \$20.00/hour) Subsequent meeting when tabled at the request of the applicant for more than 10 days	935.00 590.00
<b>REZONING REQUEST</b> Contiguous Parcels	200.00
<b>SPECIAL LAND USE/SPECIAL APPROVAL REQUESTS (Residential)</b> Cottage Industry Dog Kennels	100.00 100.00
<b>SITE PLAN/DEVELOPMENT PLAN REVIEW, SPECIAL USE PERMIT</b> PUD's, Commercial, Industrial Developments or Site Condominiums Single Family Subdivision Plat Application Review - Each Phase of Review	300.00 300.00
<b>RE-PUBLISHING FEE</b>	Actual Cost
<b>LAND DIVISION APPLICATION or RECONFIGURATION</b>	150.00
<b>SIGN PERMIT</b>	50.00
<b>SPECIAL MEETING REQUEST</b> Example: Each Planning Commission Member @85.00, Chairman @110.00, Secretary @150.00 and Zoning Administrator @\$110.00.	Actual Cost of members and staff present
<b>SHORT TERM RENTAL LICENSE FEE</b> Application Fee Rental License After the Fact Re-Application Fee	200.00 Double Original Fee 500.00
<b>COPIES</b> Zoning Ordinance - Resident/Non Resident Comprehensive Plan - Resident/Non Resident Freedom of Information Act (FOIA), mailing list, minutes etc Per Page Per Hour Per Month Copy of all documents provided in the packets prepared for and mailed to the Board of Trustees or Township Commissions (paid in advance)	20.00 20.00 .10 12.00 30.00
<b>NON-SUFFICIENT FUNDS (NSF) Effective 07/13/09</b>	Cost of Bank Charges
<b>HALL RENTAL</b> Resident Request for key day before date rented Funeral Dinner All Hall Rentals are subject to Hayes Township residency & deposit	100.00 50% of rental fee No Charge
<b>SEE REVERSE SIDE FOR MORE FEES</b>	

<b>NON SUFFICIENT FUNDS (NSF) Effective 07/13/09</b>	
<b>CEMETERY FEES</b>	<b>Cost of Bank Charges</b>
Single Burial Plot in Old Section (Cremation Only)	100.00
Single Burial Plot in New Section	300.00
Grave Open/Close	500.00
Cremains Burial Open/Close	75.00
Grave Marker Foundation Installation	125.00
Grave Marker Foundation	Township Cost+
All fees subject to Hayes Township Cemetery Ordinance #091018	Shipping
<b>SEE REVERSE SIDE FOR MORE FEES</b>	

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.

