

HAMLIN TOWNSHIP

Mason County, Michigan

ZONING (LAND USE) PERMIT APPLICATION

3775 N. Jebavy Drive

Ludington, MI 49431

Phone (231) 845-7801 ext.5 Fax (231) 843-1471

hamlinzoning@gmail.com

DATE: _____

Property Owner/Applicant (circle one)

Name: _____ Daytime Phone: _____

Address: _____ City/Zip: _____

APPLICANTS CAPACITY IF NOT THE PROPERTY OWNER (Check Box)*

BUILDER HAVE OPTION TO PURCHASE OTHER

*(Applicant must have a written statement from the property owner to act as their agent)

Property Information

Property Address of project/structure:

Parcel ID Number 53-007- _____ Parcel Size: _____ ZONE: _____

Construction Information

General Description of Project:

Length _____ Width _____ Height _____ Living Area _____

Exterior Siding _____ Bedrooms _____ Bathrooms _____

Garage: Attached _____ Separate _____

****Road Setback 25' Rear Yard 25' Water 35' (from high water mark)**

Side Yards: (Includes overhang) 12' : 12'

**** Road setbacks are measured from the edge of the road right of way**

REQUIRED APPROVALS AND PERMITS

CONSTRUCTION DRAWINGS _____ X _____ DRAIN COMMISSION If within 500' of the water
EGLE (if critical dunes, seawall, boathouse, etc.)

IF NEW BUILD, WELL AND SEPTIC PERMIT SHALL ACCOMPANY THIS APPLICATION

A PLOT/SITE PLAN SHALL ACCOMPANY THIS APPLICATION

(See example)

Construction Start Date _____ Expiration Date _____
(ZONING ADMINISTRATOR)

- All Zoning Permits expire 12 months from the date of issue and must be renewed for an additional fee.
- Special attention shall be given to property site drainage so that storm water runoff will not adversely affect neighboring property.
- We ask that you be a good neighbor and not start any construction before 8:00 am and stop no later than 8:00pm. Thank you.

AFFIDAVIT: I verify that the information and statements made in this application are true and accurate, and understand if found not to be true, any land use permit that may be issued, may be revoked. Further, agrees that any permit that may be issued is with the understanding that I/we will comply with all applicable Sections of the Hamlin Township Zoning Ordinance. Also, I agree to notify the Hamlin Township Zoning Administrator BEFORE the start of any construction, when the proposed uses are marked on the ground for the purpose of a pre-construction inspection. Further, I understand that this is a permit application (not a permit) and that a Land Use Permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code or deed restriction of other property rights. Further, I agree that if this Land Use Permit application is approved, I give permission for officials from Hamlin Township to enter the property for the purposes of inspection.

PROPERTY OWNER/APPLICANT SIGNATURE

PHONE NUMBER

PAYMENT DUE BEFORE PERMIT IS ISSUED

**FEE SCHEDULE: ORIGINAL \$40
1st RENEWAL \$40
2ND RENEWAL \$300
AFTER THE FACT \$300**

APPROVED OTHER _____

PERMIT NO.: _____


ZONING ADMINISTRATOR

DATE APPROVED: _____

Plot Plan Requirements

A **PLOT/SITE PLAN** of the proposed project is required for **ALL** zoning permits along with the permit application. Applications without a plot or site plan will not be accepted. You may submit professional drawings or one you have created yourself. Depending on the project, professional scaled drawings may be required.

Your plot or site plan **MUST** show:

- Exact dimensions of the property including property lines (*It is the responsibility of the property owner to know where their property lines are located or enlist the services of a professional land surveyor for determination*). *The Township does not maintain records of property boundaries.*
- Dimensions and location of **all** buildings or structures already existing on the property
- Exact dimensions and location of the work that is planned
- Exact distances measured from the proposed work to each property line (known as setbacks)
- A north arrow 
- Street name(s) and the address of the proposed project

