

# BOIS BLANC TOWNSHIP ZONING PERMIT PROCEDURE

rev. 11/2010

- 1- A RECENT SURVEY IS RECOMMENDED PRIOR TO ZONING REQUEST.
- 2- A PERK TEST AND A PERMIT FOR INDIVIDUAL SEWAGE SYSTEM IS REQUIRED, PRIOR TO APPLYING FOR A BUILDING PERMIT, FOR A DWELLING.
- 3- A ZONING PERMIT APPLICATION IS AVAILABLE FROM THE TOWNSHIP CLERK @ 1-231-634-7275.
- 4- ZONING PERMITS ARE \$50.00 & ARE REQUIRED FOR **ALL STRUCTURES**. PERMITS EXPIRE AFTER 13 MONTHS.
- 5- THE FOLLOWING INFORMATION WILL BE RECORDED ON THE PERMIT BY THE TOWNSHIP CLERK.
  - A- PROPERTY NUMBER
  - B- DATE ISSUED
  - C- CHECK NUMBER, DATE AND AMOUNT OF CHECK OR CASH
  - D- FULL NAME OF PROPERTY OWNER
  - E- ZONING PERMIT NUMBER
- 6- APPLICANT IS RESPONSIBLE FOR SECTIONS 1-2-3-4 & 9. IF ASSISTANCE IS REQUIRED, CONTACT ZONING INSPECTOR, MIKE JOHNSON @ 1-231-818-0218.
- 7- **APPLICANT IS RESPONSIBLE FOR THE FOLLOWING:**
  - A- PROPOSED BUILDING SITE TO BE STAKED OUT
  - B- PROPERTY LINE & CORNERS TO BE IDENTIFIED & CLEARLY MARKED
  - C- RETURN ORIGINAL, COMPLETED, ZONING PERMIT APPLICATION TO ZONING INSPECTOR, PRIOR TO REQUESTING AN ON SITE INSPECTION
  - D- CALL ZONING INSPECTOR FOR AN ON SITE INSPECTION. APPLICANT OR PROPERTY OWNER MUST BE PRESENT FOR THIS INSPECTION
- 8- AFTER THE ZONING INSPECTION HAS BEEN COMPLETED AND APPROVED, A COPY WILL BE ISSUED TO THE APPLICANT, AND AN **APPLICATION** FOR THE **STATE BUILDING PERMIT** WILL BE ISSUED. IT IS THE APPLICANTS RESPONSIBILITY TO COMPLETE THIS FORM AND RETURN TO THE ZONING INSPECTOR, FOR HIS SIGNATURE, BEFORE MAILING TO THE STATE. THIS **STATE PERMIT APPLICATION** PACKET CONTAINS NAMES, TELEPHONE NUMBERS AND STATE PERMIT PROCEDURES.
- 9- IF BUILDING WITHIN 500 FEET OF A LAKE OR STREAM OR, FOR EARTH CHANGES THAT ARE ONE ACRE OR MORE IN SURFACE AREA, A **SOIL EROSION CONTROL PERMIT** WILL BE REQUIRED FROM LMAS (906-643-1105).