

**APPLICATION FOR ZONING PERMIT**  
Use Land, Construct / Add to Structures & Driveways



**ALMIRA**  
TOWNSHIP

Property Parcel # 10-01-\_\_\_\_\_

Property Address: \_\_\_\_\_

Property Zoning: \_\_\_\_\_ Property Size/Acreage: \_\_\_\_\_

*Office Use Only:*

<p>Application #: _____</p> <p>Payment: _____</p> <p>Permit Status: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ Restrictions <input type="checkbox"/> Denied <input type="checkbox"/> Not required</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Inspection Status:</p> <p><input type="checkbox"/> Approved   <input type="checkbox"/> Denied   <input type="checkbox"/> Not required</p> <p>Inspected by: _____</p> <p>Date: _____</p> <p>Notes: _____</p> <p>Restrictions: _____</p>
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**Property Owner (Mailing Address)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State & Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Agent/Builder (Mailing Address)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State & Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

1. Application for a Zoning Permit is hereby made by the undersigned to (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Use Land                    | <input type="checkbox"/> Construct new building(s)      |
| <input type="checkbox"/> Add to existing building(s) | <input type="checkbox"/> Move / reconstruct building(s) |
| <input type="checkbox"/> Construct / add to deck     | <input type="checkbox"/> Construct / add to driveway    |

Description of project: \_\_\_\_\_  
\_\_\_\_\_

2. A site plan shall be submitted with this application showing the following:
- All existing and proposed buildings and structures for said property, including distances from lot lines to any new structure.
  - All existing and proposed driveways, easements and rights-of-way connecting buildings and structures within said property or facilitating travel through said property.

3. I agree to post this Zoning Permit at the site of the work, available for inspection at all times during the duration of the project or until its date of expiration.

*Applicant initials:* YES \_\_\_\_\_ NO \_\_\_\_\_

4. I agree to physically stake on the ground the location of proposed structures and the location of each property line at the points closest to proposed structures, I agree to notify the Zoning Administrator for inspection of setbacks before the start of construction, and I understand that failure to do so may result in revocation of this permit, a \$100 additional fee, and a \$500 fine.

*Applicant initials:* YES \_\_\_\_\_ NO \_\_\_\_\_

5. Are any of the proposed constructions/additions considered accessory farm buildings/structures (e.g. barns, sheds, pens, fences), and will they be used exclusively for agriculture?

*Applicant initials:* YES \_\_\_\_\_ NO \_\_\_\_\_

6. I have read and I understand the Almira Township Driveway Design Recommendations document, and I agree to its recommendations.

*Applicant initials:* YES \_\_\_\_\_ NO \_\_\_\_\_

7. I understand that this Zoning Permit expires one (1) year from date of issue and that work specified herein shall be initiated and completed not later than one (1) year from the date of issue.

*Applicant initials:* YES \_\_\_\_\_ NO \_\_\_\_\_

8. I understand that this Zoning Permit does not allow occupancy, and buildings shall not be occupied without a Certificate of Occupancy.

*Applicant initials:* YES \_\_\_\_\_ NO \_\_\_\_\_

9. I understand that this Zoning Permit does not convey property rights in either real estate or material, nor does it authorize any injury to private property or invasion of public or private rights, nor does it waive the necessity of seeking federal assent, all other local permits, or complying with other applicable state statutes, and I understand that this Zoning Permit does not prejudice or limit the right of a land owner to institute proceedings in any circuit court of this state against any person when necessary to protect their rights.

*Applicant initials:* YES \_\_\_\_\_ NO \_\_\_\_\_

*I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true. If any statements and/or information are found at a later date to be false, this permit shall become null and void. I agree to give permission for officials of Almira Township, Benzie County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_