

Peninsula Township Application for Land Use Permit and Required Materials

** All structures must meet setbacks & all structures of 25 square feet or greater require a Land Use Permit **

1. Parcel Tax # 28-11-_____ - _____ - _____. Parcel Zoning _____
2. Property Address _____
(If an address has not been assigned it must be requested from the Grand Traverse County Equalization Dept.)
3. Proposed use of structure _____
4. Property Owner's Name /Address _____

5. Fees – See Township Fee Schedule adopted February 23, 2021.
6. Evidence of Ownership if not in Township Files. (Recorded Deed or Land Contract).
7. Calculations related to lot, existing, and proposed structures (will be confirmed by staff):
 - a. _____ Area of the parcel excluding road rights-of-way. Measured to the Ordinary High-Water Mark for shoreline properties.
 - b. _____ Total square footage of existing building footprint(s). (**Including roof overhangs**, garages, accessory structures, porches, decks & patios not flush with the ground).
 - c. _____ Calculated square footage of proposed building/structure footprint (see instructions on line b).
 - d. _____ % of lot coverage (Line b & c divided by line a).
8. One (1) **complete full set** of construction plans for proposed structures including site plan and elevations (will be kept for Assessing Department).
9. Exterior light fixture detail (See Section 7.14 of the Zoning Ordinance).
10. Copy of Site Plan **not greater than 11" x 17", drawn to scale** showing the following:
 - a. property boundaries; Shoreline properties must show the Ordinary High-Water Mark on a certified survey, and the Flood Elevation Line (3 feet above OHWM), if any.
 - b. All existing and proposed structures including decks and roof overhangs.
 - c. Setbacks for existing and proposed structures; (Varies by zoning, see Section 6.8 of the Zoning Ordinance).
11. Front Elevation **not greater than 11" x 17", drawn to scale**.
12. Health Department Permit for well and septic system (unless connected to a central sewer/water).
13. Soil & Erosion Permit from G.T. County Soil Erosion - Sedimentation Office.
14. Driveway Permit from County Road Commission or M.D.O.T.
15. Written approval for construction from the Association's Architectural Committee (if applicable).

The following may be required to receive a permit:

- _____ Property boundaries to be located and marked by a registered land surveyor (if property corners are not marked). (Include Ordinary High-Water Mark and Flood Elevation Mark).
- _____ DNR permit for wetlands or critical erosion areas.
- _____ Zoning Board of Appeals approval for filling within the Flood Plain, Extension of a non-conforming structure or Dimensional Variance. (See Planning & Zoning Department for requirements).
- _____ Storm Water Review (for properties within 500 ft. of OHWM) additional fee, see Township Fee Schedule adopted June 1, 2018. (See Planning & Zoning Department for requirements).

Applicant Signature

Date

Applicant Name (Printed)

Phone Number