



Spring Lake Township
101 S. Buchanan St. Spring Lake, MI 49456
Phone: (616) 842-1340
www.springlaketwp.org

ZONING PERMIT APPLICATION

Applicant information (*Applicant is the party responsible for doing the work*)

Name _____

Phone _____ Fax _____

Address _____

Email _____

Owner information (*If different from applicant*)

Name _____

Phone _____ Fax _____

Address _____

Property information

Address/Location _____

Parcel # 70-03- _____

Subject Property size (*acres or sq ft*) _____ Width _____ Length _____

Current Zoning _____

Required Setbacks: Front _____ Side _____ Rear _____

Setback Provided: Front _____ Side _____ Rear _____ (setbacks are measured from the eaves of new buildings)

Type of Proposed Structure: _____

1. Is the property within 500 feet of a stream, wetland, or lake? - Yes No

If yes, please describe: _____

2. Will the project require excavation of more than one acre?

3. Are new water and/or sewer systems part of the project on this application? Yes No

Site Plan Required: Please provide a scaled drawing, preferably a survey, of the entire subject parcel with details of your proposed work. **An electronic copy of the drawing also must be submitted if the plans are larger than 11" x 17"**. The drawing should include the following information:

- Exact location of all existing and proposed structures and distances to lot lines.
- All dedicated easements (ingress/egress/utility/drainage)
- Location of septic tanks/drain fields, wells, or water/sewer lines
- Streets, driveway location and approximate length of driveway.
- Lot coverage calculations (percentage of building footprints covering the total land area).
- Access road location and driveway length and location.
- Flood plain elevations (if applicable)
- Waterbodies, including wetlands (in accordance with the Township Wetland Ordinance), streams, lakes, and rivers.

Additional Information Required:

- Scaled building elevations with existing and proposed finished grades
- Scaled floor plans and total building square footage (new residences/additions)
- Driveway Permit, if applicable (needed for driveways on public roads) – Contact the Ottawa County Road Commission at 616-842-5400
- Proof of ownership
- Proof of portable restroom on site (new residences).
- Proof of water/sewer - Well or septic permits are obtained through the Ottawa County Health Department (616-393-5645). **Spring Lake Township requires evidence of potable water prior to issuance of a Zoning Permit, which can be done through via a test well.** If connecting to the Township water or sewer system (DPW 842-0080), include paid receipts for service connection All permits/receipts must be presented at time of application.
- Is the project adjacent to a bike path? If yes, will any modification or cutting of the bike path be necessary? If yes, a bike path cut permit application must be included.
- Application fee of \$50 for a new residence, \$25 for an addition

It is the responsibility of the permittee and property owner to understand any special requirements or restrictions on the parcel or lot, including, but not limited to, **Planned Unit Development conditions, regulated wetlands, drainage/grading plans and easements.** Failure to comply with applicable requirements or restrictions may result in permit denial or the issuance of a civil infraction.

Many residential developments have specific requirements set forth in homeowner’s association master deed or covenants. Spring Lake Township does not enforce said rules; however it is recommended that applicants check with their homeowner’s association prior to making application with the Township.

NO BUILDING ACTIVITY, INCLUDING LAND CLEARING AND EXCAVATION ACTIVITIES, SHALL OCCUR ON SITE UNTIL ALL ASSOCIATED PERMITS (E.G. ZONING, BUILDING, WETLAND, SOIL EROSION) HAVE BEEN ISSUED FOR THE PROPOSED CONSTRUCTION ACTIVITY. FAILURE TO COMPLY MAY RESULT IN A CIVIL INFRACTION OR DENIAL OF PERMITS.

PERMITTEE IS CAUTIONED THAT GRADE CHANGES RESULTING IN INCREASED RUNOFF ONTO ADJACENT PROPERTY IS SUBJECT TO CIVIL DAMAGE LITIGATION. DRAINAGE OR GRADING PLANS MAY BE REQUIRED AS PART OF THIS PERMIT PROCESS.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate, and I have read the information presented in this permit.

Signature of Applicant

Date

Signature of Property Owner (if different from applicant)

Date

For Office Use Only

Date Received _____

Fee : _____