

**Bay Township**  
05045 Boyne City Road, Boyne City, MI 49712  
**Zoning Permit Application**

PERMIT NO. \_\_\_\_\_ FEE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

(Refer to instruction page for fee)

**GENERAL INFORMATION**

Name of Property Owner(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

**PROPERTY INFORMATION**

Zoning District in which property is located \_\_\_\_\_

Lot Split Involved? (yes) \_\_\_\_\_ (no) \_\_\_\_\_

**PROPOSED USE OF PROPERTY**

Use of Proposed Structure(s) \_\_\_\_\_

New Construction \_\_\_\_\_ Reconstruction \_\_\_\_\_ Addition \_\_\_\_\_ Demolition \_\_\_\_\_ Other \_\_\_\_\_

Dimensions of Proposed Structure \_\_\_\_\_ Cost of Construction \_\_\_\_\_

Height of Proposed Structure \_\_\_\_\_ Contractor \_\_\_\_\_

**Submit a drawing on the attached grid sheet or a separate sheet of paper showing lot location (road names, lakeshore, streams, easements, rights-of-ways, unusual topographic features), lot dimensions, location and dimensions of all existing and proposed structure(s), distance between structure(s) and front, rear, and sides lot lines. Locate driveway, giving distance to nearest side lot line. Also show locations of well, septic tank and drain field. Please refer to Instruction page.**

**NOTE**

The Township must inspect the layout of the building. Please call the Zoning Administrator at 231-342-9025 when the site is staked, but before construction begins. **Mail completed application to Jonathan Scheel, Zoning Administrator, 05045 Boyne City Road, Boyne City, MI 49712**



## **Zoning Permit Application INSTRUCTIONS**

Applications shall be filed in writing with the Zoning Administrator, and shall be signed by the applicant, or by his or her authorized agent. Enclose a check, payable to Bay Township General Fund, in the appropriate amount. Fee is \$50 minimum, \$70 for projects costing between \$20,000 and \$70,000, \$90 for projects between \$70,000 and \$100,000, and \$90 plus \$20 for each \$20,000 over \$100,001.

All applications shall be accompanied by an accurate scale drawing based on known, accurate monuments such as survey irons or stakes, illustrating the following information:

- a. The dimensions of the lot lines encompassing the property subject to the application;
- b. The location and dimensions of any proposed building or structure, or any addition to an existing building or structure, for which such application is being filed. The proposed use of such building(s), addition(s), or structure(s) must be indicated. Setbacks from lot lines must also be indicated;
- c. The location of shorelines and streambanks;
- d. The location and dimensions of any existing buildings and other structures. The type(s) and use(s) of such buildings must be indicated;
- e. The name(s) of any adjoining public or private street(s);
- f. The location and width of any private easement or right-of-way providing access from the property to a public road if the property has no frontage on such road;
- g. Location of all existing structures bordering the property;
- h. Evidence of ownership of the property subject to the application;
- i. Evidence that all required federal, state, and county licenses or permits have been acquired or that applications have been filed for same;
- j. If the property is subject to deed restrictions promulgated by a property owner's or summer resort association, a statement from such association indicating its approval for such building, structure, or addition to such building or structure;
- k. Other information with respect to the proposed structure, use, lot, and adjoining property as may be required by the Zoning Administrator; and
- I. Written approval of the water supply and sewage disposal facilities, as obtained from the Northwest Michigan Community Health Agency.

**Zoning permits shall be displayed on site before construction begins.**

## GENERAL OVERVIEW

**If you are planning to build new, modify a building, or erect any type of structure you may need one or more of the following permits:**

**Health Permit** - Also known as a septic and/or well permit, this is usually the first permit acquired as it is needed to obtain both a Zoning Permit and a Building Permit. Although some construction, such as a deck, patio, accessory building, sign, etc. does not require a Health Permit, it may be wise to call the NW Michigan Community Health Agency and verify if your construction needs a permit. Applications may also be acquired from this agency. Reconstruction of a septic system or replacing a well also require a permit.

**Zoning Permit** - This permit is basically a land use permit and is designed to protect the values of Township properties. It assures proper land use as well as the positioning of structures on the property to protect health, safety and the environment. The Zoning Permit is required for any structure to be built. Applications for this permit may be picked up at the Bay Township Hall or by calling the Zoning Administrator. You may obtain your street address from the Charlevoix County Equalization Department.

**Driveway Permit** - This permit, issued by the Charlevoix County Road Commission, is required any time a new property entrance is planned. This permit regulates the safe flow of traffic through proper ingress and egress as well as provides for efficient snow removal and road maintenance. The Road Commission has these permit applications.

**Soil Erosion & Sedimentation Permit** - If you are planning to build within 500 feet of a lakeshore or plan to disturb an acre or more of land, you must obtain this permit from the Charlevoix County Building Department. All commercial property must have this permit regardless of location or amount of land to be disturbed.

**Other Permits** - If you plan to modify a shoreline, you will need permission. Contact the Department of Natural Resources (DNR) Land and Water Management Division for Walloon Lake and the U.S. Corps of Engineers for Lake Charlevoix. If you are considering disturbing a wetland, contact the DNR.

If you are considering dividing your property, contact the Zoning Administrator for a Lot Split Permit application.

- Zoning Administrator, Jonathan Scheel 231-622-4507 (fax) or 342-9025 (cell)
- Charlevoix County Building Department, 231-547-7236 (for building and soil erosion permit)
- NW Mich Community Health Agency, 231-547-6523 (for septic permit)
- Charlevoix County Road Commission, 231-582-7330 (for driveway permit)
- Charlevoix Equalization Department, 231-547-7230