

**Peninsula Township application for Land Use Permit and required materials**

*\* All structures need to 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 and Address \_\_\_\_\_  
\_\_\_\_\_
- 5. Fees - \$100.00 for a new dwelling, \$75.00 for additions or other construction, Commercial based on Size
- 6. Evidence of Ownership if not in Township Files. (Recorded Deed or Land Contract)
- 7. Calculated percent of Lot Covered by all Structures.
  - a. \_\_\_\_\_ Area of the parcel excluding road rights-of-way. Measured to the Ordinary High Water Mark for shoreline properties.
  - b. \_\_\_\_\_ Calculated total square footage of existing building footprint/s. (Include roof overhangs, garage, 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. Full set of construction plans for all proposed structures including all elevations - (will be returned)
- 9. Site Plan 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 District)
- 10. Reduced Copy of the site plan & front elevation not greater than 11" BY 17"(will be kept)
- 11. Health Department Permit for well and septic system (unless connected to a central sewer/water).
- 12. Soil & Erosion Permit from G.T. County Drain Commissioners Office.
- 13. Drive way Permit from County Road Commission or M.D.O.T.
- 14. 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 Plane Elevation)**
- \_\_\_\_\_ 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 reverse side for application requirements)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Contact phone

In addition to the items listed on the front of this form, please submit to the Zoning Administrator, a payment of \$375.00 for application to the Zoning Board of Appeals and a letter outlining your specific request and the reasons for it. You will be required to stake your property lines and structures to show the Zoning Board of Appeals members their location. There will be site visits scheduled the day of the meeting beginning at 3:00 p.m.

Section 5.7.3 of the Peninsula Township Zoning Ordinance states:

The Board shall have the power to authorize, upon an appeal, specific variances from such requirements as lot area and width regulations, building height and bulk regulations, yard and depth regulations, and off-street parking and loading space requirements, PROVIDED ALL of the BASIC conditions listed herein and any ONE of the SPECIAL conditions listed thereafter can be satisfied.

(1) Basic Conditions: That any variance from this Ordinance:

(a) Will not be contrary to the public interest or to the intent and purpose of this Ordinance.

(b) Shall not permit the establishment within a district any use which is not permitted by right, under special conditions, or by special use permit within that zone district, or any use or dimensional variance for which a conditional use permit is required.

(c) Will not cause a substantial adverse effect upon property values in the immediate vicinity or in the district in which the property of the applicant is located.

(d) Is not where the specific conditions relating to the property are so general or recurrent in nature as to make the formulation of a general regulation for such conditions reasonably practical.

(e) Will relate only to property that is under control of the applicant.

(2) Special Conditions: When ALL of the foregoing basic conditions can be clearly demonstrated:

(a) Where there are practical difficulties which prevent carrying out the strict letter of this Ordinance, these hardships or difficulties shall not be deemed economic, but shall be evaluated in terms of the use of a particular parcel of land.

(b) Where there are exceptional or extraordinary circumstances or physical conditions such as narrowness, shallowness, shape, or topography of the property involved, or to the intended use of the property that do not generally apply to other property or uses in the same zoning district. Such circumstances or conditions shall not have resulted from any act of the applicant subsequent to the adoption of this Ordinance.

(c) Where the lot or parcel of land was of legal record or had been laid out by a registered surveyor prior to the effective date of this Ordinance.

(d) Where such variation is necessary for the preservation of a substantial property right possessed by other properties in the same zoning district.

(3) Rules: The following rules shall be applied in the granting of variances:

(a) The Board may specify, in writing, such conditions regarding the character, location, and other features that will in its judgment, secure the objectives and purposes of this Ordinance. The breach of any such condition shall automatically invalidate the permit granted.

(b) Each Variance granted under the provisions of this Ordinance shall become null and Void unless: The construction authorized by such variance or permit has been commenced within six (6) months after the granting of the variance; and the occupancy of land, premises, or buildings authorized by the variance has taken place within one (1) year after the granting of the variance.

(c) No application for a variance which has been denied wholly or in part by the Board shall be resubmitted for a period of one (1) year from the date of the last denial, except on the grounds of newly discovered evidence or proof of changed conditions found upon inspection by the Board to be valid.

For additional conditions in determining variances for decks or decks with attached seating and/or attached storage within the Great Lakes Ordinary High Water Mark Setback, contact the Zoning Administrator.