

Instructions for filing for a zoning permit

The following permit application must be filed with the Township prior to any construction activity for any of the following residential improvements.

- Additions
- Addition to a porch
- Decks
- Elevated patios
- Exterior wood burning appliances
- Fences (new and replacements)
- Garage construction (attached and detached)
- Lean-to's
- Metal carports
- Moving of a structure on a lot
- Pole Barns
- Retaining walls (new or replacement)
- Sheds
- Swimming pools – in ground or above ground (except inflatable pools less than 24 inches deep)
- Temporary buildings used during construction
- Wind energy towers

Zoning approval is the first step required for certain types of improvements and construction on residential parcels. Farm buildings are exempt from building permits, but must still meet zoning requirements for the location of new structures, corrals, etc.

In order to obtain zoning approval, the zoning application must be filled out in all areas applicable to your project. Include a copy of your survey/site plan with a set of the proposed construction drawings. The site plan must include ALL dimensions between structures including distances from property lines. Make sure your name and address appears clearly on submitted drawings. Where a request is for an addition or a structure (which also requires a building permit), the site plan must clearly identify all dimensions of the structure as measured from the exterior, including height. Driveways, septic system locations must be indicated on the site plan.

Inspections: The zoning administrator will perform a site inspection within 1 business day after you call. The location of the proposed structure or improvement must be physically staked to allow the inspector to verify the location with your drawing. You will be notified in person, by telephone, and/or by U.S. Mail of the approval or denial of the project. The zoning inspector may also affix a notice of approval or denial at the premises in a conspicuous place. If you are unsure if your project was inspected or approved, please call the zoning and codes department at 989-792-7596 extension 17.

The application fee for residential zoning applications is \$50.00 and must be paid before an on-site inspection is completed and approved.

Failure to obtain the zoning permit and approval before a project is started could result in requiring you to remove the structure completely or relocate any improvement that is in violation of the zoning ordinance. Acquiring the zoning permit and subsequent approval ensures that your proposed project meets the Township's ordinances and allows us to provide you with all the information you will need to progress your project.

Zoning and Codes Department – 792-7596 ext 17.

Inspections will be made within 24 hours of notification, Monday thru Friday, 8 am – 2 pm.

Kochville Township

Zoning & Code Enforcement Department

5851 Mackinaw Rd.

Saginaw, MI 48604

Ph: (989) 792-7596 Fax: (989) 793-7498

www.kochvilletwp.com

Date: _____

Permit #: _____

Zoning Permit Application

FEE: \$50.00

Inspection Scheduling: (989) 792-7596

Office Hours: 8:00am to 4:00pm M-F

You may use the back of this application to include your site plan for your project or a separate sheet of paper. You must include the location of all structures located on your property indicating such with dimensions from your lot lines. Include the location of the proposed new structure. **Distances from lot lines and between buildings must be shown.** Stakes must be positioned where structure will be located in order for inspections.

JOB LOCATION

Address:		Property ID#:	
City/Village:	Township: Kochville	County: Saginaw	Zip Code:
Cross Streets: _____ and _____		Zoning District:	

APPLICANT INFORMATION

Name:		Mailing Address:	
City:		State:	Zip Code:
Phone:	Cell #:	Fax:	

TYPE OF JOB

New
 Alteration
 Addition

Description of Job: _____

PROJECT DIMENSIONS

Bldg Width _____	Bldg Height _____	Total Sq Footage _____
Bldg Length _____	# of Floors _____	

RESPONSIBILITIES OF APPLICANT

It is your responsibility to be aware of any deed restrictions, subdivision regulations, flood plain regulations and wetland regulations. I have read, acknowledged, and will comply with all of the above in addition to the land use regulations as determined by the Zoning Administrator, or will go to the proper board for a variance, if required.

Applicant's Signature: _____	Date: _____
Driver's License Number: _____	Method of Payment <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____

FOR OFFICE USE ONLY

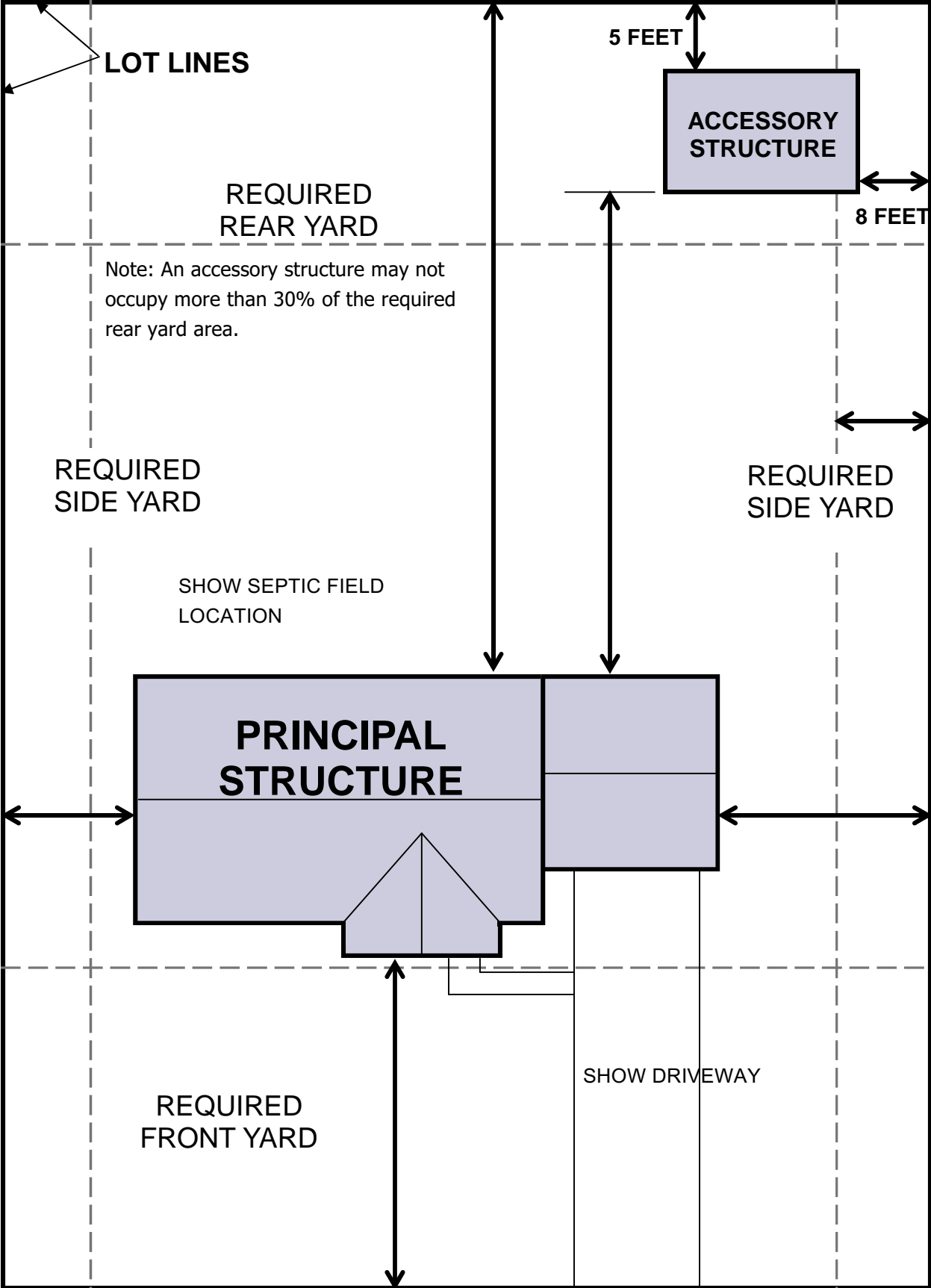
Approved ___ Denied ___ Code Enforcement or Zoning Admin. _____ Date _____

SITE PLANS ARE REQUIRED FOR ALL CONSTRUCTION ACTIVITY. BORDERS OF THIS GRID ARE CONSIDERED YOUR PROPERTY LINES. INDICATE THE LOCATION OF ALL STRUCTURES WITH PHYSICAL MEASUREMENTS FROM PROPERTY LINES AND BETWEEN STRUCTURES.

INDICATE DIRECTION OF NORTH WITHIN THE CIRCLE

INDICATE OVERHEAD LINES, SEPTIC SYS. SWIMMING POOLS, SHEDS, GARAGES, BARNs, AND LOCATION OF DRIVES ON YOUR PROPERTY.

SITE OR PLOT PLAN - FOR APPLICANT USE - CHECK HERE [] IF PRINTS HAVE BEEN SUBMITTED.
NOTE: LOCATION OF NEW STRUCTURES MUST BE STAKED AND READY FOR INSPECTION. CALL 989-792-7596 FOR ZONING AND BUILDING INSPECTIONS.



TYPICAL SITE PLAN