

LAND USE PERMIT CHECKLIST

The following must be submitted to the Township to begin processing a Land Use Permit application. **After all of the required documents have been received**, the Zoning Administrator will begin to process the request either to issue or deny the permit. The application fee is collected by the Treasurer made out to Boardman Township at the time of the issuance of the approved permit itself by the Zoning Department. Our zoning ordinance, sample site plan, land use permit application and setback information can be found on our website.

1. _____ Tax Identification number of the property along with the house number and street. Proof of ownership (closing statement or deed) may be required. Your Tax ID # is on your tax bill, or can be found here at county equalization: <https://colligogis.com/desktop/#hYBhevUUbCBc9Sfv>

2. _____ Kankaska County Health Department Permit – for well and septic click here <https://www.dhd10.org/environmental-health/well-septic/records/>

3. _____ Kankaska County Road Commission Driveway Permit – for new driveway if on a public-maintained Road <https://www.kankaskaroad.org/services/permits/index.php>

4. _____ Kankaska County Soil Erosion Permit if the structure is commercial use/property, within 500 feet of a lake, stream; or excavating one (1) or more acres of land (231)258-3367 https://www.kankaskacounty.net/departments/planning_and_zoning/index.php

5. _____ Complete site plan drawn to scale **with all items listed below**.

Show Scale Lot Lines Buildings Include North Arrow

Distances between new structure and existing buildings

Distances (setbacks) to lot lines from each corner of proposed structure

Distances measured from furthest overhang, not wall

Driveway must be indicated

If private road, distance to any other driveway must be included, regardless the side of the road.

6. _____ Survey Sketch Site Report. Required for verification on projects utilizing minimum allowed setbacks, non-conforming lots and/or those issued a variance. This site plan is sealed by a surveyor to indicate property lines, setbacks, structures and any known easements.

7. _____ Complete set of blueprints. All new buildings / additions must have dimensional drawings. This includes elevations and floor plans with dimensions/measurements.

8. _____ Land Use permit application form filled out completely and signed by owner (all fields).
9. _____ Property must be staked for inspection (property lines and proposed structure).
10. _____ Payment of fees. Additional Resources:

EGLE – Environment, Great Lakes & Energy – *Formerly DEQ* (231) 775-3960 Equalization (231) 258-3340

All information can be emailed to the Zoning Department zoning@boardmantownshipmi.net or mailed to the township at PO Box 88 S. Boardman MI 49680. Email is the fastest way to contact the Zoning Department. Your application will be processed in the queue in order, **once all required documents are received**. It is preferred to have all information submitted at once, so that documents are connected to the right application. The Zoning Department meets by appointment only and does not hold regular office hours at this time.

Zoning Ordinance:

<https://boardmantownshipmi.net/wp-content/uploads/2023/03/BOARDMAN-TOWNSHIP-ZONING-ORDINANCES.pdf>

You MUST answer all questions and include all attachments, or this will be returned to you.

Email or mail to:
BOARDMAN TOWNSHIP ZONING
zoning@boardmantownshipmi.net

FOR OFFICE USE ONLY	
Permit Numbers:	
Health Department	_____
Driveway	_____
Soil Erosion	_____
Application Approved by:	_____
Date	_____

PARCEL CODE _____ - _____ - _____
LAND USE PERMIT # _____
Received _____ Issued _____
Fee \$ _____ Paid _____ Ck # _____
Lot Coverage Percentage: _____

BOARDMAN TOWNSHIP
Kalkaska County

4855 Pine St./PO Box 88
South Boardman, MI 49680

AREA MUST BE STAKED FOR SET BACK INSPECTION

Have you staked both the property lines and the building site? **Date Inspected:** _____

APPLICATION FOR LAND USE PERMIT

Permits are **VALID FOR ONE YEAR** from date of issue

OWNER _____ DATE: _____

ADDRESS _____ PHONE: _____ EMAIL: _____

PROJECT ADDRESS _____ ZONED: _____

GENERAL CONTRACTOR _____ PHONE: _____ EMAIL: _____

CONTRACTOR ADDRESS _____ LICENSE # _____

PROPOSED LAND USE Residential _____ Commercial _____ Industrial _____ Agriculture _____

SITE PLAN REQUIRED DRAWN TO SCALE (Either professional or drawn on back of application)

PROPOSED LOCATION ON PARCEL: OVERALL STRUCTURAL DIMENSIONS:

Width _____ Length _____ Height _____ # Stories _____

SETBACKS: Distance from road side property line _____ Rear line _____

Distance from side line _____ and side line _____

TYPE OF CONSTRUCTION - BLUE PRINTS REQUIRED

- | | | |
|-----------------------|------------------------|----------------------------|
| _____ House | _____ Wood Frame | _____ Block Basement |
| _____ Garage | _____ Post Frame | _____ Wood Basement |
| _____ Deck | _____ Block | _____ Poured Wall Basement |
| _____ Shed | _____ Poured Wall | _____ Block Crawl |
| _____ Mobile Home HUD | _____ Pre-Fab | _____ Wood Crawl |
| _____ Mfg. Home HUD | _____ Structural Steel | _____ Poured Wall Crawl |
| _____ Office | _____ Other Explain | _____ Slab |
| _____ Warehouse | _____ | _____ Other Explain |
| _____ Shop | _____ | _____ |
| _____ Other Explain | _____ | _____ |

Describe the use: _____

IN GRANTING OF A PERMIT FOR CONSTRUCTION, ALL APPLICABLE ORDINANCES SHALL BE COMPLIED WITH. THE TOWNSHIP OF BOARDMAN SHALL NOT BE LIABLE FOR ANY DAMAGES RESULTING THEREFROM..

IN SIGNING THIS APPLICATION, YOU ARE PERMITTING A REPRESENTATIVE OF BOARDMAN TOWNSHIP TO DO ON SITE INSPECTIONS.

OWNER MUST SIGN _____ Phone: _____ Date: _____