

# VILLAGE OF ELK RAPIDS

PHONE: 231-264-9274 FAX: 231-264-6337

#### PROCESS FOR ZONING COMPLIANCE PERMIT REQUESTS

**INTRODUCTORY MEETING WITH PLANNING AND ZONING STAFF** – Staff will assist the applicant by explaining the review process, review the zoning requirements, provide site information, and review the application and site plan requirements.

**SUBMISSION OF THE APPLICATION** – Applicant shall submit application to the Planning and Zoning Administrator for review. *Application fee must be received before any requests are processed.* 

**▶□ APPLICATION/SITE PLAN IS <u>INCOMPLETE</u>** – Staff will prepare a notice of findings/corrections that will be sent to the applicant or review in person.

☐ APPLICANT SUBMITS REVISIONS – Staff reviews for completeness.

**PLANNING AND ZONING ADMINISTRATOR APPROVAL** – Staff will review the request to determine if application is complete. If application is complete and the request meets the requirements of the Zoning Code, a Zoning Compliance Permit will be issued.

**STAFF ISSUES PERMIT** – A copy of the approved Zoning Compliance Permit will be forwarded to the applicant for their files.

**APPLICANT OBTAINS A BUILDING PERMIT** – Applicant applies for a Building Permit from the Antrim County Construction Codes Department, P.O. Box 188, Bellaire, MI 49615, 231-533-8373.

**SITE VISIT** – Staff will perform a site visit to determine if the construction has met the requirements of the Code.

\*Average time depending on submittal of a <u>complete</u> application by the applicant, review and site visit, approximately 2-5 days.

1 Rev. 12/2015



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### **ZONING COMPLIANCE PERMIT APPLICATION**

FILE NUMBER:
VILLAGE OF ELK RAPIDS PLANNING/ZONING DEPT.  E-MAIL: vllgzoning@elkrapids.org
THE USE MADE OF PROPERTY MAY NOT BE CHANGED; NO CLEARING, GRADING, EXCAVATION OR FILL FOR ANY LAND DEVELOPMENT MAY BE STARTED; NO STRUCTURES MAY BE CONSTRUCTED, ERECTED, MOVED OR ALTERED, EXCEPT ACCORDING TO THE REGULATIONS OF
THE VILLAGE OF ELK RAPIDS ZONING AND UNIFIED DEVELOPMENT CODE AND WITH THE ISSUANCE OF A LAND USE PERMIT ISSUED BY THE PLANNING AND ZONING ADMINISTRATOR.
PLEASE COMPLETE THIS FORM AND SUBMIT TO THE VILLAGE OF ELK RAPIDS PLANNING AND ZONING ADMINISTRATOR WITH THE FOLLOWING ITEMS:
COMPLETED VILLAGE OF ELK RAPIDS ZONING COMPLIANCE PERMIT APPLICATION.
APPLICATION FEE.
PLOT PLAN DRAWN TO SCALE SHOWING ALL EXISTING STRUCTURES AND PROPOSED IMPROVEMENTS AND/OR LAND USE WITH DIMENSIONING FROM THE LOT LINES.
ANTRIM COUNTY SOIL EROSION PERMIT, IF REQUIRED.
PARCEL NUMBER: LOT NUMBER:
PROPERTY ADDRESS:

PROPERTY OWNER(S) NAME, ADDRESS, AND TELEPHONE NUMBER:

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APPLICANT(S) NAME, ADDRESS, AND TELEPHONE NUMBER:

DESCRIPTION OF PROPOSED IMPROVEMENTS OR LAND USE:

AFFIDAVIT: THE UNDERSIGNED AFFIRMS THAT THE FORGOING ANSWERS, STATEMENTS, AND INFORMATION, ARE IN ALL RESPECTS TRUE, AND, TO THE BEST OF THEIR KNOWLEDGE, CORRECT. BY MAKING THIS APPLICATION, THE UNDERSIGNED GRANTS ALL OFFICIALS, STAFF, AND CONSULTANTS OF THE VILLAGE OF ELK RAPIDS ACCESS TO THE SUBJECT PROPERTY AS REQUIRED AND APPROPRIATE TO ASSESS SITE CONDITIONS IN SUPPORT OF A DETERMINATION AS THE ZONING CODE COMPLIANCE.

SIGNATURE OF PROPERTY OWNER(S):				DATE:	
SIGNATURE O	OF APPLICANT:			DATE:	
		VILLAG	E USE ONLY		
FILE NUMBER	::		FEE TEI	NDERED: \$	
PERMIT:	APPROVED	DENIED	C	CASH CHECK#	
AUTHORIZED	SIGNATURE:		DATE:		
Planning a	and Zoning Admini	strator			



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### **SITE/PLOT PLAN**

SITE PLAN/PLOT PLAN: Drawing must show existing and proposed building(s) with dimensions (including height); dimension and location of other accessory structures (such as porches, decks, fencing, etc.); lot or parcel dimensions; distance from front, side and rear yard lot lines to all structures; adjacent road names, lakes, streams, easements or other dedicated rights-Of-way; and any other amenities or unique natural features.

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