

Zoning Department
8870 North Long Lake Rd
Traverse City, MI 49685
(231)946-2249 ext. 204

Applications will not be accepted unless complete with the following information:

1. Completed Application with Owner's signature
2. Scaled Plot Plan
3. LUP Fee
4. Blue Prints and Elevation Drawings
5. Appropriate Permits:

If building by a lake, stream, waterway, wetland, retention area, or a steep slope,
Soil Erosion Permit-(231)995-6042

New Construction, change of use, or addition of bedrooms,
Health Department Permit-(231)995-6022

If a driveway does not currently exist,
Road Commission Permit-(231)922-4848

If at water's edge or in wetlands,
DNRE-(989)791-4920

If no address, obtain address,
Equalization-(231)922-4772

County Construction Code Office-(231)995-6044

Inspections:

A setback inspection is required after the footings are dug, boards are in place but before foundation is poured. Unless otherwise directed by the Zoning Administrator, a setback inspection is ALWAYS needed before construction of any kind is begun.

It is the responsibility of the Permit Holder to notify the Zoning Administrator with at least **2 WORKING DAYS** notice so that inspections can be made.

A **\$300** fee will be assessed for failure to receive inspection prior to pouring foundation.

Projects started before a Land Use Permit is issued are **subject to a fee in addition to the Land Use permit Fee.**

**APPLICATION – LAND USE PERMIT (L.U.P.)
LONG LAKE TOWNSHIP**

Property Owner		
Owner(s):		
Owner's Address:		
City:	State:	Zip:
Phone	Fax	Cell Phone
Proof of Ownership: <input type="checkbox"/> On file with the Township <input type="checkbox"/> New ownership (attach copy of registered deed)		

Builder/Applicant for Property Owner		
Name:		
Address:		
City:	State:	Zip:
Phone	Cell Phone	Email

Property Information			
Property ID: 28-08- - -		Property Address:	
Site Condominium/Subdivision	Lot/Unit Number	Section #	Zoning District

Permits <i>Before a LUP can be issued, the following Grand Traverse County permits, where applicable, are required:</i>	
Health Department Permit #	Date of Issuance:
Soil Erosion Permit #	Date of Issuance:
Driveway Permit #	Date of Issuance:

Check Type of Construction Project		
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Commercial Building
<input type="checkbox"/> Single Family Dwelling Addition	<input type="checkbox"/> Multiple Dwelling	<input type="checkbox"/> Deck/porch
<input type="checkbox"/> Change of Use	<input type="checkbox"/> Fencing	<input type="checkbox"/> Other

Please state: Fill out all information that applies					
Basement: full, crawl, slab	Basement: Unfinished, Finished, Rough	Basement Walkout: Yes No			
Number of Bedrooms:	Number of Bathrooms:	Number of stories:			
DIMENSIONS OF: Building Garage Accessory Building Decks, Porches (to include height, covered/uncovered) Exterior Stairs Sidewalks Other Information:					
Distance from Property Lines	Front:	Side:	Side:	Rear:	Water:

Fees are due when application is submitted LUP Fee: \$
 Cash Check #

Owner's Signature: _____ Date: _____
 (Required)

NOTE: By signing this application or an Agent Authorization Document, the property owner agrees to on-site inspections by Long Lake Township Zoning, Planning, or Assessing officials, necessary to ascertain compliance, completion and value of the content of the LUP

Builder's/
 Applicant's Signature: _____ Date: _____
 (If Applicable)

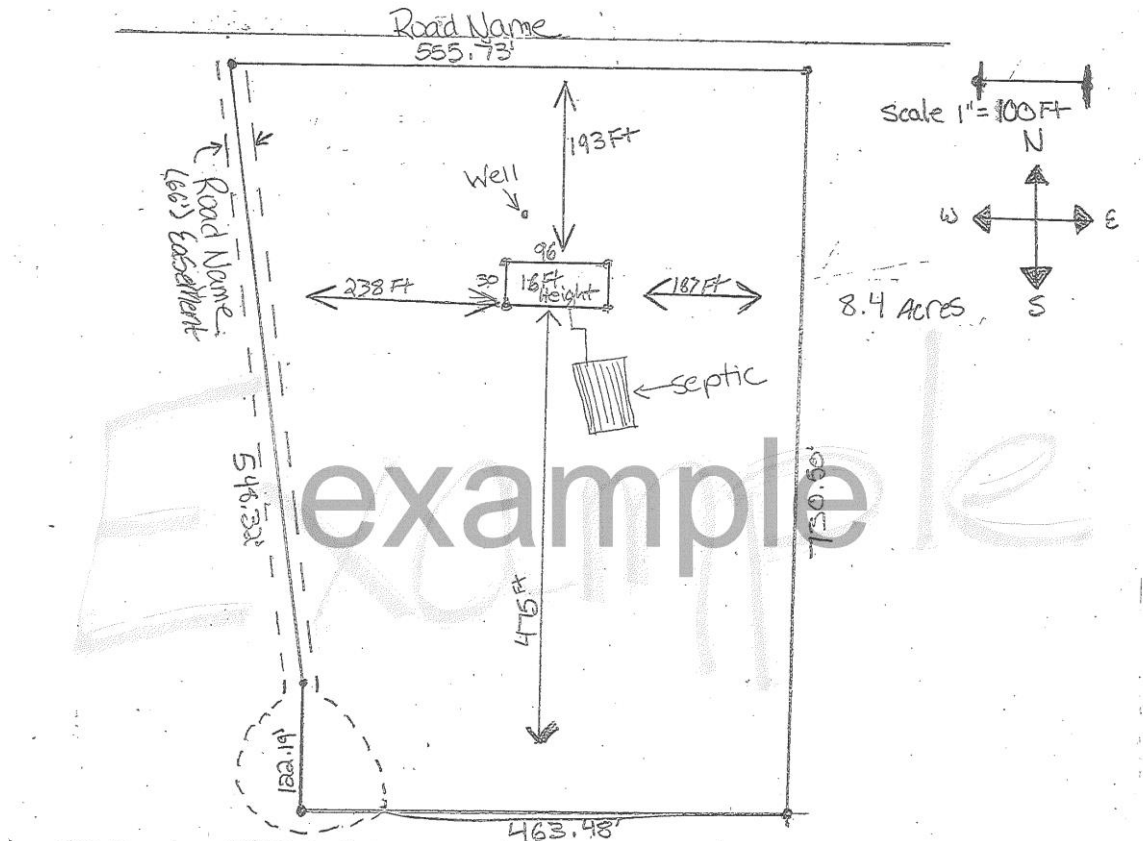
APPLICATION – LAND USE PERMIT (L.U.P.)
LONG LAKE TOWNSHIP

PLOT PLAN CHECKLIST

A plot plan shall be drawn to scale with dimensions large enough to be easily ready and reproduced. The site plan should be no larger than 11" x 17". You are allowed to use hash marks when scaling the dimensions on larger parcels.

The Plot Plan drawing should include the following:

1. _____ Dimensions of the Parcel
2. _____ Note size of parcel (acreage or fraction thereof)
3. _____ North Arrow
4. _____ Location and name of road frontage
5. _____ Location of any easements on property
6. _____ Dimensions of all existing and proposed structures and height of each
7. _____ Distances to ALL setbacks from front, side, and rear property lines. The distance from the ordinary high water mark on lakes, streams, and wetlands to structures.
8. _____ Distance of structures from each other
9. _____ Location of existing and/or proposed well and septic



**APPLICATION – LAND USE PERMIT (L.U.P.)
LONG LAKE TOWNSHIP**

Plot Plan

Property ID #28-08-_____-_____-_____ Owner: _____

Address: _____

L.U.P# _____ Date Approved: _____

**APPLICATION – LAND USE PERMIT (L.U.P.)
LONG LAKE TOWNSHIP**

Setback Regulations for Structures

Zoning District		Minimum Yard Setback Dimensions(feet)			
		Front	Side	Rear	Water
CR	Conservation & Recreation	50	15	50	50
AG	Agricultural	50	15	40	50
NL	Natural Lakefront	50	15	40	100
LDR	Low Density Residential (w/o community wastewater)	50	15	40	50
	Low Density (with community wastewater)	30	10	30	50
LR	Lake Residential	50	15	40	50
MDR	Moderate Density Residential	30	10	25	
HDR	High Density Residential	25	6	25	
LB	Local Business District	See Article 15			
GB	General Business District	40 M-72:100	20	20	

Fee Schedule*

For a complete fee schedule please call Long Lake Township.

Fees are non-refundable

Land Use Permits (LUP)

Single Family Dwelling (with or without garage)	\$50*
Multiple Family Dwellings (per Unit)	\$50*
Residential Additions (includes changes in use)	\$50
Change of Use/ Demolition	\$20
Accessory Buildings (Attached, Detached, Gazebo, etc)	\$50
Miscellaneous Structures (swimming pools, decks, covered porches, etc)	\$30
Temporary Uses	\$30
Private Road Application	\$100
Fences	\$20
Home Occupation	\$50
Signs	\$30

*Does not include \$200 (SFD) and \$300 (Multi/unit) fee for water storage tank fund. This fee only applies to subdivision developments approved after March 12, 2013.