

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

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

- 1. **Completed Application with Owner's signature**
- 2. Scaled Site Drawing (no larger than 11" x 17")
- 3. LUP Fee
- 4. Floor Plans and Elevation Drawings
- 5. Appropriate Issued Permits

For Soil Erosion or Well and Septic System permits

Environmental Health (231) 995-6051

2650 LaFranier Road, Traverse City, MI 49686

We will need a determination form if Soil Erosion determines no Soil Erosion permit required.

If a driveway does not currently exist from a County road you will need a Right-of-Way Permit, contact:

GT County Road Commission (231) 922-4848

1881 LaFranier Road, Traverse City, MI 49686

If at water's edge or in wetlands, contact:

MDEQ (231) 429-5244

If no property address, contact:

Equalization-(231)922-4772

400 Boardman Ave, Traverse City, MI 49684

After Land Use Permit is issued contact:

County Construction Code Office-(231)995-6044

2650 LaFranier Road, Traverse City, MI 49686

For your Building Permits

Any requirements by the Zoning Administrator under Section 20.2(5), to include but not limited to surveys, drawing and inspections, shall be fulfilled before the Grand Traverse County Construction Code office will final their building permits. Anyone failing to satisfy any of the Zoning Administrators requirements shall also be in violation of this Ordinance and responsible for a municipal civil infraction. Every day that such violation continues shall constitute a separate and distinct offense under the provisions of this Ordinance and a municipal civil infraction citation can be issued each day until you come into compliance.

Land Use Permits are valid for one year. The issuance of a Land Use Permit does not negate the need to acquire a Building Permit.

Property Owner

Owner(s): _____

Owner's Address: _____

City: _____ State: _____ Zip: _____

Phone () - _____ Fax() - _____ Cell Phone() - _____

Proof of Ownership:
 On file with the Township 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 Before a LUP can be issued, the following Grand Traverse County permits, where applicable, are required:

Health Department Permit #	Date of Issuance:
Soil Erosion Permit #	Date of Issuance:
Driveway Permit #	Date of Issuance:

Check Type of Proposed Construction Project

<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Commercial Building or Addition
<input type="checkbox"/> Single Family Dwelling Addition	<input type="checkbox"/> Multiple Family 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 to proposed project

Basement: full, crawl, slab	Basement: Unfinished, Finished, Rough	Basement Walkout: Yes No			
Number of Bedrooms:	Number of Bathrooms:	Number of stories:			
DIMENSIONS (Length x width x height): Building _____ Addition _____ Garage _____					
Decks, Porches (to include height, covered/uncovered) _____					
Exterior Stairs _____ Sidewalks _____ Accessory Building _____					
Other Information: _____					
Distance of proposed building to 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)

LAND USE PERMIT WILL NOT BE PROCESSED IF ALL REQUESTED INFORMATION IS NOT LISTED ON THIS APPLICATION FORM.

SITE PLAN CHECKLIST

A site 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 Site 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

