

## APPLICATION – LAND USE PERMIT (L.U.P.) UNION TOWNSHIP

Union Township Zoning Department  
Eric Johnson Zoning Administrator  
5460 Choctaw Ct., Gaylord MI 49735  
(989)-350-6825

### **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

Requirements by the Zoning Administrator may include but are not limited to surveys, drawing and inspections, shall be fulfilled before the Grand Traverse County Construction Code office will final their building permits.

Under Section 5.11 (Penalties) of the Union Township Zoning Ordinance, "Any person who shall violate any provision of this Ordinance in any particular, or who fails to comply with any of the regulatory measures or conditions of the Board of Zoning Appeals adopted pursuant hereto, shall, upon conviction thereof, be fined not more than one hundred (\$100.00) dollars or be imprisoned in the county jail not more than ninety (90) days, or may be both fined and imprisoned at the discretion of the Court, and each day such violation continues shall be deemed a separate offense "

**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.**

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<b>Property Owner</b>					
Owner(s):					
Owner's Address:					
City:		State:		Zip:	
Phone		Email		Cell Phone	
Proof of Ownership:					
<input type="checkbox"/> On file with the Township		<input type="checkbox"/> New ownership (attach copy of registered deed)			
<b>Builder/Applicant for Property Owner</b>					
Name:					
Address:					
City:		State:		Zip:	
Phone		Cell Phone		Email	
<b>Property Information</b>					
Property ID: <span style="border: 1px solid red; padding: 2px;">28-12- - -</span>			Property Address:		
Site Condominium/Subdivision		Lot/Unit Number	Section #	Zoning District	
<b>Permits</b> 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:		
<b>Check Type of Construction Project</b>					
<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	
<b>Please state: Fill out all information that applies to proposed project</b>					
Basement: full, crawl, slab		Basement: Unfinished, Finished, Rough		Basement Walkout: Yes No	
Number of Bedrooms:		Number of Bathrooms:		Number of stories:	
DIMENSIONS OF (length x width x height): Building		Addition		Garage	
Decks, Porches (include height, covered/uncovered)					
Exterior Stairs		Sidewalks		Accessory Building	
Other Information:					
Distance to Property Lines		Front:	Side:	Side:	Rear:
					Water:

**Fees are due when application is submitted**

**Anticipated Start Date:** \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

\_\_\_\_\_ ) \_\_\_\_\_ Date

(Required)

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

Builder's/  
Applicant's Signature (if applicable): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

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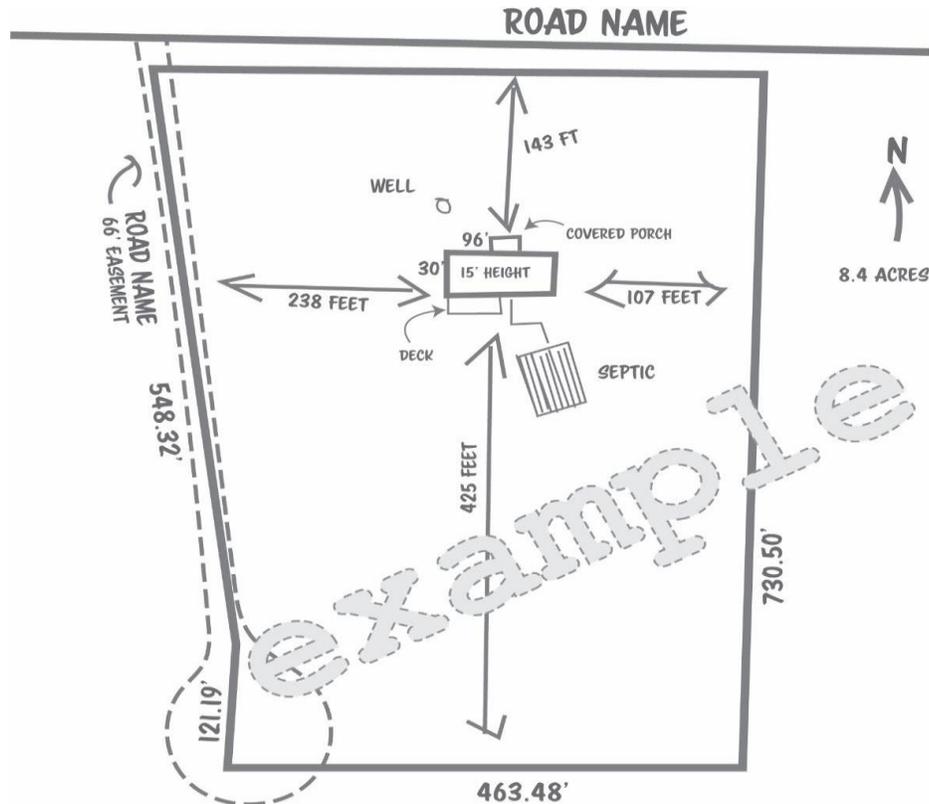
LAND USE PERMIT WILL NOT BE PROCESSED IF ALL REQUESTED INTORMATION IS NOT LISTED ON THIS APPLICATION

## 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



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**Setback Regulations for Structures**

<b>Zoning District</b>	<b>Minimum Parcel Size</b>		<b>Minimum Yard Setback Dimension (feet)</b>			<b>Max Height (feet)</b>	<b>Min. Livable Floor Area (sq. feet)</b>
	<b>Area</b>	<b>Width</b>	<b>Front</b>	<b>Side</b>	<b>Rear or Shoreline</b>		
Forest Residential District ( <b>FR</b> )	5 ac	250'	35' from Rd. ROW	50'	50'	2 Sty	600 sq. feet
Lakeside Residential District ( <b>LR</b> )	Lot of record or as platted.		35' from Rd. ROW	20'	50'	2 Sty	600 sq. feet
Open Space Preservation	Refer to Zoning Ord.	"	"	"	"	"	"
<b>Natural Rivers Plan - Land Development</b>	<b>Area</b>	<b>Width</b>	<b>Front</b>	<b>Side</b>	<b>Rear or Shoreline</b>		
Wild-Scenic Zone – Mainstream ( <b>NR/M</b> )	5 ac	250'	35' from Rd. ROW	50'	150'	2 Sty	600 sq. feet
Wild-Scenic Zone - Tributaries ( <b>NR/T</b> )	5 ac	250'	35' from Rd. ROW	50'	100'	2 Sty	600 sq. feet
Wild-Scenic Zone - State Land	5 ac	250'	35' from Rd. ROW	50'	200'	2 Sty	600 sq. feet
<b>Natural Rivers Plan - Managed Vegetative Strip</b>	<b>Area</b>	<b>Width</b>	<b>Front</b>	<b>Side</b>	<b>Rear or Shoreline</b>		
Wild-Scenic Zone – Mainstream ( <b>NR/M</b> )	5 ac	250'	35' from Rd. ROW	50'	75'	2 Sty	600 sq. feet
Wild-Scenic Zone - Tributaries ( <b>NR/T</b> )	5 ac	250'	35' from Rd. ROW	50'	50'	2 Sty	600 sq. feet
Wild-Scenic Zone - State Land	5 ac	250'	35' from Rd. ROW	50'	100'	2 Sty	600 sq. feet

**Fee Schedule**

For a complete fee schedule please call Union Township at 989-350-6825.

Fees are non-refundable.

Single Family Residence (SFR)                      \$ 25.00

Accessory building or Addition to SFR              \$ 10.00

Mail Check to: **Union Township Treasurer, P.O. Box 131, Fife Lake MI 49633**