

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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Property Owner					
Owner(s):					
Owner's Address:					
City:		State:		Zip:	
Phone		Email		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: 28-12- - -			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 Construction Project					
☐ Single Family Dwelling		☐ Accessory Building		☐ Commercial Building	
☐ Single Family Dwelling Addition		☐ Multiple Dwelling		☐ Deck/porch	
☐ Change of Use		☐ Fencing		☐ 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 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: _____

(Required)

Date: _____

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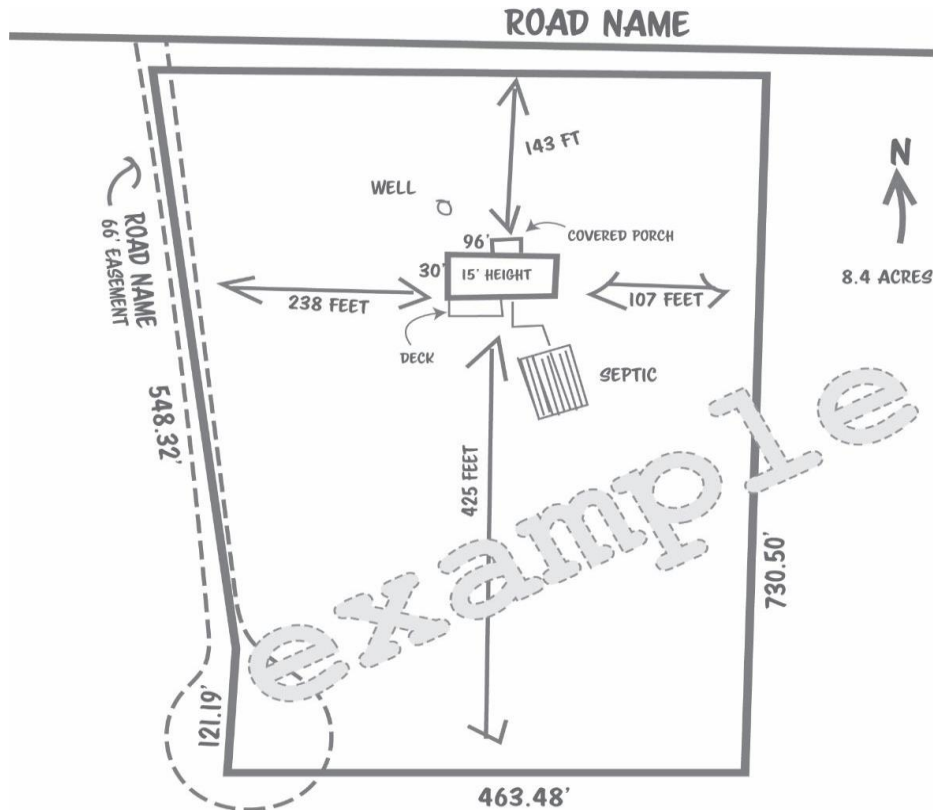
LAND USE PERMIT WILL NOT BE PROCESSED IF ALL REQUESTED INTORMATION IS NOT LISTED
ON THIS APPLICATION

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

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

APPLICATION FEE SCHEDULE OF A LAND USE PERMITS UNION TOWNSHIP

\$50.00 for 1 Single Family Residence

\$25.00 for 1 Garage, Residential Accessory Building, Addition Single Family Residence, Deck, Porch, Shed or any other structure on the property.

For a complete fee schedule got to:

<https://uniontownshipgt.com/fee-schedule-%2F-policies>

Fees are non-refundable.

Fees can be paid online at <https://uniontownshipgt.com/zoning-1>

PAY ONLINE



There is a usage fee of 2.30% not less than \$2.00 (as of 1/1/2023)
You MUST allow 5 days for processing of your credit card payment.
Payments are NOT done and deposited the same day.

Make Sure Your **Dollar Amount** is **EXACT**
and
Your **Parcel ID#** is **CORRECT**
(payment site will ask for "reference number", this is where you enter your parcel ID)
Parcel ID# will look like this on your bill: **28-12-000-000-00**

****NO REFUNDS CAN BE ISSUED BY THE
CLERK IN CHECK FORM****

If you have made a mistake, please contact the Clerk directly at **231-492-9889**
so that she can refund the amount back to your credit card.

Using Bureau 2977608

Or

Mail a check made check payable to **Union Township.**

Mail check to: Union Township Zoning Dept., **5460 Choctaw Ct. Gaylord, MI 49735**