

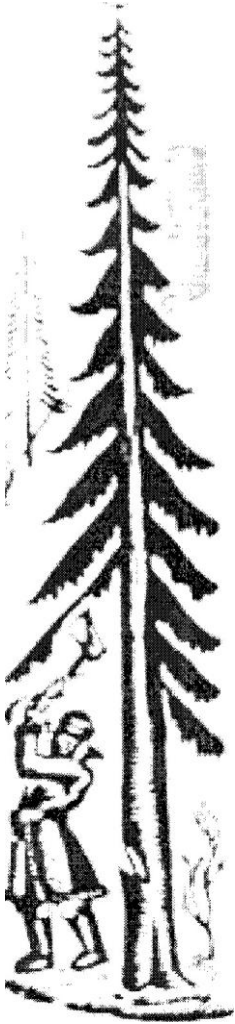
GARFIELD TOWNSHIP

Kalkaska County

Fife Lake, Michigan

49633

April 14, 2026



Hello, and thank you for contacting me.

As the Zoning Administrator, it is my job to help you through the zoning process, which is sometimes described as "confusing", puzzling", or "like a maze", making sure that your request is handled as quickly as possible.

Attached you will find an Information & Application Worksheet Package that we need to get the process started.

Please complete the application as much as possible. If you have all the necessary information, that's great. If not, I will be happy to help you complete the application request

Secondly, I need you to draw a basic site plan. A site plan shows boundary lines, existing and proposed buildings, etc. A basic drawing from you with as much detail as possible, or the contractor's site plan will do. Attached are the requirements for your site plan and some examples for a basic site plan that you can draw.

Simply follow the step-by-step instructions drawing the site plan on a separate sheet of paper. Some information you may not know. Do the best you can. Again, if you have all the information, great! It makes the process all that much quicker.

Once I've received your completed application with the site plan, any required documents, and the applicable fee, I will make an appointment to visit your property. I can help you fill in and verify any required measurements and try to answer any questions you may have regarding the zoning process.

Please note that the application below is not a permit.

I'm looking forward to working with you.

Sincerely,

David Martin

David Martin

231-632-3253 E-mail: zoningadmin@garfieldtwsp.com

Applicant Information

Name(s): _____

Current Address: _____

Phone: _____ Fax: _____ E-mail: _____

Property Owner Information (if different from applicant)

Name(s): _____

Current Address: _____

Phone: _____ Fax: _____ E-mail: _____

Property Information

Parcel Address (if different from above): _____

Parcel Number: _____

Currently Zoned as: _____ Property Size L x W: _____

Total Acreage _____

Legal Description _____

What would you like to do? Please describe the proposed use/request: _____

Carefully read all the requirements in the "Legal Section" before signing this application.

If you have any questions or concerns, please contact the Zoning Administrator.

By signing this application, I understand that the granting of this permit does not release me from the requirements of obtaining other federal, state and county permits before commencing the project,

I hereby attest that the information on this application is, to the best of my knowledge, true and accurate. I hereby grant permission for the members of the Garfield Township Board, Planning Commission, Zoning Board of Appeals, or Zoning Administrator to enter the above-described property for the purposes of gathering information related to this application.

*If other than property owner, applicant is required to obtain property owner's signature before permit is granted. Signature will be verified by Zoning Administrator.

Applicant Signature

Date: _____

*Owner Signature

Date: _____

For office use only:

Date Received _____

Fee Received _____

Check Number _____

Completion Date _____

Approval Date _____

Denial Date _____

Zoning Administrator

Date

Use for Site Plan Drawing

Amended 4-14-2026

Page 2 of 4

SITE PLAN INSTRUCTIONS.

A "Site Plan" is required for all requests. They are to be drawn in black ink. Please label everything neatly and include it with your completed application package at time of submission. In some cases, a professional engineering site plan is required. Call the ZA if you have questions.

Follow the step-by-step instructions below, if you have any questions, please feel free to call the Zoning Administrator. If you have a printer/copier, make a copy of your site plan for future reference.

All "proposed" building/structures/dwellings and or additions need to be "staked" prior to measuring.

1. Determine which way to draw your property on the paper. Turn the paper sideways if your property is wider than it is long.
2. Write your name and address at the top right-hand corner of the page.
3. Draw and label your main road along the bottom of the page.
4. Draw all your property lines.
5. Label the Front, Rear, and Side Lot Lines.
6. Show length of property lines. (if known)
7. Show locations of and label all "EXISTING" and "PROPOSED" roads, private road, driveways, parking lots, rivers, streams, lakes, and manmade ponds if applicable.
8. Draw the location of all "EXISTING" structures, the types of buildings and their uses.
9. Label each one, "EXISTING"- House, Garage, Shed, Coop, Barn etc.(dimensions not necessary)
10. Draw, label, and highlight "PROPOSED" construction.
10. Show dimensions of "proposed" construction. L x W
11. Draw distance lines, including all measurements in "feet" from all boundary lines, streets/access routes, and any bodies of water to the nearest edge of the "PROPOSED" construction.
12. Draw in your sewage and waste disposal facilities: and water supply facilities existent and proposed for installation.
13. Draw a "North Arrow" off to the side. Circle a "N" arrow to depict which way is North on your property

LEGAL SECTION

OTHER INFORMATION AS MAY BE REQUIRED BY THE ZONING ORDINANCE:

I/we affirm that they are (specify owner, lessee, or other type of interest) involved the application and that if this request is granted I/we shall comply with all provisions of the Garfield Township Zoning Ordinance and that I/we am/are able from legal, financial, and physical basis to do so; and that the answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of my/our knowledge and belief.

AFFIDAVIT and PERMISSION for municipal, county and state officials to enter the property for inspections. I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to give permission for officials of the municipality, county and the state of Michigan to enter the property where this parcel division is proposed for purposes of inspection,

By signing this application, I understand that the granting of this permit does not release me from the requirements of obtaining other federal, state and county permits before commencing the project.

I hereby attest that the information on this application is, to the best of my knowledge, true and accurate. I hereby grant permission for the members of the Garfield Township Board, Planning Commission Zoning Board of Appeals, or Zoning Administrator to enter the above-described property for the purposes of gathering information related to this application.

*If other than properly owner, applicant is required to obtain properly owner's signature before permit is granted. Signature will be verified by Zoning Administrator.

KEEP THIS PAGE FOR REFERENCE

Land Use Permit Worksheet

ATTACHMENTS LIST:

- A Copy of your Site Plan
- A Copy of the Property Deed (Required for property splits/divisions/line adjustments/rezoning,,}
- A Copy of your paid Property Taxes (for a copy contact Township Treasurer)
- Recordable Property Survey (not required for all applications. Contact ZA. for details.)
- Soil Erosion Permit (if applicable)
- A Copy of Natural Rivers Permit (if applicable)
- Applicable Permit Fees payable by check or money order at time you submit your application, See Fee Schedule below. Do not send cash thru the mail.

Contacting the Zoning Administrator,

If you live within the Township contact the Zoning Administrator for an application.

Note: It is your responsibility to have access gates unlocked so the Zoning Administrator can enter the property.

Mail your application to:

Garfield Township Hail c/o

Zoning Administrator

466 W. Sharon Road S.E.

Fife Lake MI, 49633

For further permits or information on completing your project please contact. www.kalkaskacounty.net

Kalkaska County Planning & Zoning Offices Phone: (231) 258-3367

605 N Birch Street Kalkaska County, MI 49646

Kalkaska County Road Commission Phone: (231) 258-2242

Public Health Department District #10 Kalkaska County Phone: (231) 258-8669

625 Courthouse Dr. Kalkaska, MI 49646

DNR -Fisheries Division Natural River Administration Phone: (989) 732-3541 ext. 5088

1732 West M-32 Gaylord, MI 49735

ZONING AND PLANNING FEE SCHEDULE 2025

Land Use Permit	\$50.00
Special Meeting	\$625.00
Zoning Board of Appeals	\$250.00
Re-Zoning Petition/excluding Township	\$1000.00
Special Use Permit (Residential & Recreational)	\$250.00
Special Use Permit (Commercial +)	\$500.00
Tower Request	\$1000.00
Property Line -Adjustment	\$150.00
Initial Land Division Application Fee (2 parcels)	\$300.00
Each Additional Parcel	\$75.00
Zoning Ordinance BOOK – printed	\$20.00
Violations (see Sec. 18-3 Zoning Ordinance)	-----
Land Combination	\$30.00

* *These fees are subject change without notice* *

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