

ONEKAMA TOWNSHIP

5435 MAIN STREET
P.O. BOX 458
ONEKAMA, MI 49675

Office of Zoning Administrator
Phone (231) 889-3308
Fax (231) 889-5587

THE ATTACHED PACKET CONTAINS THE MATERIALS NECESSARY TO COMPLETE AND FILE FOR A LAND USE PERMIT. INCLUDED ARE THE FOLLOWING:

1. LAND USE PERMIT APPLICATION FORM.
2. REQUIREMENTS FOR A BASIC SITE PLAN FROM ORDINANCE SECTION 9404
3. A SITE PLAN SHEET WHICH MAY BE USED TO DETAIL THE SITE PLAN.
4. A LISTING OF THE ORDER IN WHICH PERMITS SHOULD BE OBTAINED WITH THE ADDRESSES AND PHONE NUMBERS OF THE APPROPRIATE AGENCIES.

THE FOLLOWING PERMITS MUST ACCOMPANY THIS APPLICATION FOR A LAND USE PERMIT, WHEN APPLICABLE.

1. CRITICAL SAND DUNE AND/OR HIGH RISK EROSION AREA PERMIT. (Issued by the Michigan Dept. of Environmental Quality. Phone (517) 373-1950.)
2. SOIL EROSION PERMIT. (Issued by Manistee County Planning Department). Phone (231) 723-6041. If the project will disturb one or more acres of land or is within 500 feet of any lake, stream or other watercourse.)
3. HEALTH PERMIT (SEPTIC AND WELL). (Issued by the Manistee County Health Department. Phone (231) 723-3595. If utilizing an existing system, a letter authorizing that use if modifications are not deemed necessary.)
4. LAND & WATER MANAGEMENT PERMIT. (Certain lowland areas in the township may be considered as "wetlands" by the Michigan Dept. of Environmental Quality. Filling and/or building in these areas requires a permit from the MDEQ. Information and permit applications available from MDEQ. Phone (231) 775-3960, Extension 6704.)

PLEASE NOTE - IF THE APPLICATION IS SUBMITTED BY OTHER THAN THE PROPERTY OWNER, A WRITTEN AUTHORIZATION FROM THE OWNER IS REQUIRED ALLOWING THE APPLICANT TO ACT AS THEIR AGENT.

FORMS ARE AVAILABLE FROM THE TOWNSHIP OFFICE FOR MOST PERMITS.

WHEN COMPLETED, RETURN THE APPLICATION TO THE TOWNSHIP OFFICE, WITH THE APPROPRIATE FEE, AND THE PERMIT WILL BE PROCESSED. CHECK WITH THE ZONING ADMINISTRATOR OR THE CLERK FOR DETERMINATION OF THE APPLICATION FEE.

1. Required Data for a Basic Site Plan

The Basic Site Plan shall be a sketch, drawn to scale, or superimposed on an air photo, or superimposed on a survey, of the parcel. The following shall be shown on the Basic Site Plan:

- A. The property, identified by parcel lines and location and size.
- B. Name and address of the property owner(s), developer(s), and designer(s), and their interest in said properties.
- C. The scale, north point.
- D. Natural features such as wooded lots, water bodies, wetlands, high risk erosion areas, slopes over 25%, beach, sand dunes, drainage and similar features.
- E. The location of proposed and main and accessory buildings, existing structures, fences on the site, the height of all buildings and square footage of floor space.
- F. The proposed driveway, if any.
- G. Show any changes or modifications required for any applicable regulatory agencies' approvals. (Site plan or design plan changes required after the Commission issues a Special Use Permit shall also be changed in accordance with procedures established in this ordinance for minor adjustments or amendments to Special Use Permits.)

**ONEKAMA TOWNSHIP
LAND USE PERMIT APPLICATION**

(Revised December, 2001)

(applicant)

(address)

(city, state, zip code)

(telephone, home and business)

FOR OFFICE USE ONLY:

Case Number: _____
Date Received: _____
Fee Received: _____
Receipt Number: _____

PROPERTY OWNER'S NAME & ADDRESS
(if not the applicant)

PHONE: _____

APPLICANT'S CAPACITY IF NOT THE PROPERTY OWNER (circle one) **

Builder Have option to purchase Other _____

(**** MUST HAVE A WRITTEN STATEMENT FROM THE PROPERTY OWNER TO ACT AS THEIR AGENT**)

CONSTRUCTION SITE ADDRESS (if known) _____
SECTION _____ PARCEL SIZE _____

PARCEL TAX I.D. NUMBER: 51-11- _____

LEGAL DESCRIPTION OF PROPERTY: (attach separate sheet if necessary)

SIZE OF BUILDING, STRUCTURE, ADDITION, ETC.: _____

PROPOSED USE OF BUILDING, STRUCTURE, ADDITION, ETC.: _____

- ATTACH PLANS, DRAWINGS, SPECIFICATIONS FOR THE PROPOSED LAND USE AND BUILDINGS.** A minimum Basic Site Plan pursuant to Section 9404 is required.
- ATTACH SHORT STATEMENT(S) OF SEATING/SLEEPING CAPACITY, ALL OPERATIONS AND SERVICES PROPOSED FOR PUBLIC USE OR HOME OCCUPATION.**
- ATTACH COPIES OF APPLICABLE STATE, COUNTY OR OTHER PERMITS.**

AFFIDAVIT: I agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be revoked. Further, I agree any permit that may be issued is with the understanding that all applicable Sections of the Onekama Township Zoning Ordinance will be complied with. Also, I agree to notify the Onekama Township Zoning Administrator before the start of construction, when the proposed uses are marked on the ground for the purpose of a pre-construction inspection. Further, I understand that this is a zoning permit application (not a permit) and that a land use permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction of other property rights. Further, I agree, that if a Land Use Permit is issued, I/we give permission for officials of the State of Michigan, Manistee County and Onekama Township to enter the property for the purpose of inspection.

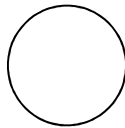
Signed: _____
Date: _____

WHEN COMPLETED SEND TO:

Zoning Administrator Phone (231) 889-3308
Onekama Township Hall Fax (231) 889-5587
5435 Main Street P.O. Box 458
Onekama, MI 49675

SITE OR PLOT PLAN - FOR APPLICANT USE

INDICATE DIRECTION OF NORTH WITHIN THE CIRCLE





Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

PLANNING DEPARTMENT

(616) 723-6041

FAX (616) 723-1718

plan@amufn.org

Suggested Order to Get Permits, etc.

June 18, 1

This pamphlet is intended as a guide for a person seeking the proper permits to build in Manistee County. The permits are listed in the order suggested for obtaining them. Following this order should minimize back-tracking. Bring the paperwork from previous stops to the later ones. It is always wise to call ahead to get application forms and fill them out before going to get your permit. This is particularly true for any permit for the DNR, Soil Erosion, or Construction Code. For all of these, obtaining permits by mail is often a preferred option.

1. High risk erosion permit from the DEQ. Not always needed: Needed if the site is along Lake Michigan.
1. Wild and Scenic River Permit from the DNR. Not always needed: Needed if the site is within 400 feet of the Betsie River in Springdale Township.
1. Drain permit from the County Drain Commissioner. Not always needed: Needed if the site involves work on, crossing or disturbance of a county maintained drain.
1. Inland Lakes and Streams and/or Great Lakes Submerged Shorelands Permit from the DEQ. Not always needed: Needed if the site involves work on the beach, fill, dredging, building docks, in water. Ask if one is not sure if needed or not.
1. Permit from the U.S. Army Corps of Engineers from the DEQ. Not always needed: Needed if the site involves work to fill, dredge, build docks on navigable waters of the Great Lakes and connected to the Great Lakes.
1. Wetlands Protection permit from the DEQ. Not always needed: Needed if the site involves any alteration of a regulated wetland. (All wetlands are not protected/regulated.)
1. Pollution Prevention Plans, Air Quality Control, Water Quality Control, Ground Water Discharge permits from the DEQ. Not always needed: Needed if the project involves clean or polluted discharge into the air, water or ground (Not including septic tanks with under 10,000 gal per day volumes).
1. State/County Subdivision Control Act review and approval from the Manistee County Ct. H. Not always needed: Needed if splitting land into more than 4 parcels which are 10 acres or less in size, or creating any parcel which does not front on an existing road.
1. Road Commission Driveway permit from the Manistee County Road Commission. Nearly always needed, check with the Road Commission if building a driveway, private road, to intersect w a county road.
2. Soil Erosion Permit from Manistee Soil & Water Conservation District. Not always needed. Needed if the project involves moving more than an acre of earth at a time and/or moving earth within 500 feet of a lake or stream.
3. Health Permit from Manistee County Ct. H. Nearly always needed. Either obtain the permit or a letter or signature indicating the permit is not required (Need Health Permit before Sand Dune Permit)
4. Critical Sand Dune Permit from the DEQ. Not always needed: Needed if in a critical sand dune area along Lake Michigan. (NOTE: You must have Soil Erosion Permit and Health Permit attached to the sand dune permit application.)
5. Zoning Permit from your local unit of government. Nearly always needed (except in Springdale Township and Bear Lake Village.) If not needed, have the zoning administrator sign the address form indicating zoning is not needed. (Many zoning ordinances require all DNR and DEQ permits, etc., if applicable, to be obtained first.)
6. County Address from Manistee County Ct. H. Nearly always needed. Required for any building in which people live or work. Will also be issued for old structures if wanted. (Zoning and Health permits are needed first. Even if not needed, have the Health Department and Zoning administrator sign off to indicate a permit is not needed). Vacant land is not given address.
7. Construction Code Permit from: (1) your local unit of government or (2) the State of Michigan. Nearly always needed. Needed for any construction, additions, remodeling. (All the above applicable permits, addresses, etc. will need to be provided to the building inspector. If all the above that is needed has not been obtained, the Construction permit cannot be issued.)
8. Electrical, Mechanical, Plumbing permits. Nearly always needed. Ask the building inspector (Construction Code Permit) if/when needed.

For general help, or copies of most application forms for the above, contact the Manistee County Planning Department at the above address.

Potential industrial employers can receive several forms of assistance from the Manistee County Economic Development Office: Mr. Tom Kubanek, Executive Director, Suite 205, 375 River Street, Manistee Mich (616) 723-4325. (Second floor of the First of America Bank building in downtown Manistee).