**Ravenna Township Zoning Compliance Permit Application**

Ravenna Township 3770 Blackmer Road Ravenna, MI 49451 (231) 853-6205 *fax(231)853-5155*

**Zoning Administrator – Gordon Plescher - Questions (231) 853-6205**

Parcel # \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_

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*Approved Signature Required for Issuance of Zoning Compliance Permit Date*

□ *Granted* □ *Denied for the following reasons* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This zoning compliance permit is for a proposed alteration to a property located in Ravenna Township. **THIS IS A ZONING COMPLIANCE PERMIT ONLY. OTHER PERMITS WILL NEED TO BE APPLIED FOR AND OBTAINED BEFORE BEGINNING ANY ALTERATION TO THE PROPERTY IN QUESTION.** This application becomes a permit upon signed approval. A permit remains valid as long as land use zoning does not change before the commencement of the proposal outlined below. **The decision arrived at by the zoning administrator can be appealed to the Ravenna Township Zoning Board of Appeals and/or Ravenna Township Planning Commission.**

Owner \_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address \_\_\_\_\_\_\_

Lot Size in Acres or Square Feet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Average Lot Width \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***If applicant is someone other than property owner, please complete this section:***

*Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Applicant Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Association To Property Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Existing use of property □** *residential* □ *non-residential* □ *agricultural* □ *commercial*

For any non-residential use of property, describe in detail the existing use of the property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Proposed improvement/use/request/alteration** *(check all that apply)****:***

□ New Construction □ Addition □ Alter/Repair Existing Building

□ Land Use Permit □ Temporary Permit □ Garage

□ Pole Building □ Sign □ Portable Sign

□ Agriculture □ Wrecking or Demolition □ Modular Home

□ Mobile Home □ Private Road □ Pond

□ Land Division □ Driveway □ Moving or Relocation

□ Foundation □ Residential □ Commercial

□ Industrial □ Porch □ Roof

SHORT DESCRIPTION/CLARIFICATION OF REQUEST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zoning Administrator : Approved \_\_\_\_ Sent to MTS \_\_\_ Not Approved \_\_\_ Sent to Planning Commission \_\_\_\_

TYPE OF BUILDING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRESENT ZONING OF PROPERTY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIREMENTS FOR ZONING: PROPOSED ACTUALS:**

Side yard setback(s) from lot line \_\_\_\_\_\_\_\_\_\_ft. Side yard setback(s) from lot line \_\_\_\_\_\_\_\_\_\_ft.

Front yard setback from road R/W \_\_\_\_\_\_\_\_\_\_ft. Front yard setback from road R/W \_\_\_\_\_\_\_\_\_\_ft.

Rear yard setback from lot line \_\_\_\_\_\_\_\_\_\_ft. Rear yard setback from lot line \_\_\_\_\_\_\_\_\_\_ft.

Maximum building height \_\_\_\_\_\_\_\_\_\_ft. Building height \_\_\_\_\_\_\_\_\_\_ft.

Maximum lot coverage \_\_\_\_\_\_\_\_\_\_ft. Lot coverage \_\_\_\_\_\_\_\_\_\_ft.

Minimum floor area per dwelling \_\_\_\_\_\_\_\_\_\_ft. Floor area per dwelling \_\_\_\_\_\_\_\_\_\_ft.

Min distance from surface water \_\_\_\_100\_\_\_ft.Distance from surface water ­­­­\_\_\_\_\_\_\_\_\_\_ft.

**HOUSE:** Width \_\_\_\_\_\_\_\_ ft. **X** Length \_\_\_\_\_\_\_\_\_\_ ft. Total Square Feet \_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_ ft.

Number of Stories \_\_\_\_\_\_\_ Square Footage by Floor: 1st Floor\_\_\_\_\_\_\_ 2nd Floor \_\_\_\_\_\_\_ 3rd Floor \_\_\_\_\_\_\_\_

**ADDITION:** Width \_\_\_\_\_\_\_ ft. **X** Length \_\_\_\_\_\_\_\_\_ ft. Total Square Feet \_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_ ft.

Number of Stories \_\_\_\_\_\_\_ Square Footage by Floor: 1st Floor\_\_\_\_\_\_\_ 2nd Floor \_\_\_\_\_\_\_ 3rd Floor \_\_\_\_\_\_\_\_

**BASEMENT:** Width \_\_\_\_\_\_\_ ft. **X** Length \_\_\_\_\_\_\_\_ ft. Total Square Feet \_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_ ft.

Square Footage by Finish: Finished \_\_\_\_\_\_\_\_\_\_ sq. ft. Unfinished \_\_\_\_\_\_\_\_\_\_ sq. ft.

**CONVENTIONAL GARAGE:** Attached: □ yes □ no

Width \_\_\_\_\_\_\_\_\_\_ ft. **X** Length \_\_\_\_\_\_\_\_\_\_\_\_ ft. Total Square Feet \_\_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_ ft.

**POLE BUILDING/SHED/CARPORT:** Attached: □ yes □ no

Width \_\_\_\_\_\_\_\_\_\_ ft. **X** Length \_\_\_\_\_\_\_\_\_\_\_\_ ft. Total Square Feet \_\_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_ ft.

**PORCH/DECK:** Attached: □ yes □ no Covered: □ yes □ no

Width \_\_\_\_\_\_\_\_\_\_ ft. **X** Length \_\_\_\_\_\_\_\_\_\_\_\_ ft. Total Square Feet \_\_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_ ft.

**BREEZEWAY/THREE SEASONS PORCH:**

Width \_\_\_\_\_\_\_\_\_\_ ft. **X** Length \_\_\_\_\_\_\_\_\_\_\_\_ ft. Total Square Feet \_\_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_ ft.

**PREFABRICATED HOUSING:** □ Modular □ Single Wide Mobile Home □ Double Wide Mobile Home

Width \_\_\_\_\_\_\_\_\_\_ ft. **X** Length \_\_\_\_\_\_\_\_\_\_\_\_ ft. Total Square Feet \_\_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_ ft.

Make/Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REROOF:** Type of Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Width \_\_\_\_\_\_\_\_\_\_ ft. **X** Length \_\_\_\_\_\_\_\_\_\_ ft.

**ROOF SYSTEM FOR:** □ Existing Mobile Home □ Existing Porch/Deck Width \_\_\_\_\_\_ ft. **X** Length \_\_\_\_\_\_ ft.

**OTHER (*please specify*):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**TO COMPLETE THIS APPLICATION FOR A ZONING COMPLIANCE PERMIT, PLEASE FOLLOW THE INSTRUCTIONS TO PROVIDE A DIAGRAM/SKETCH/PLAN FOR YOUR PROPERTY ON THE FOLLOWING PAGE OF THIS APPLICATION. A FULL PAGE IS PROVIDED TO YOU SO THAT YOUR SPACE IS NOT LIMITED HOWEVER, YOU MAY ATTACH YOUR OWN SITE PLAN AND/OR DIAGRAM TO THIS APPLICATION FOR CONSIDERATION OF ZONING COMPLIANCE. PLEASE BE SURE YOUR DIAGRAM INCLUDES ALL ITEMS THAT ARE LISTED.**

**Applicant Affidavit:** The owner of the building and/or the undersigned hereby requests that the zoning administrator review the attached information for the purpose of determining compliance with the provisions of the zoning ordinance. The undersigned hereby agrees to comply with all ordinances and regulations of Ravenna Township, Muskegon County, the State of Michigan, and any other agencies or governmental units which may be involved. The undersigned further affirms that the answers and statements herein contained and the information herewith submitted are in all respects true and accurate to the best of their knowledge and/or behalf. Applicant grants permission for the Ravenna Township Zoning Administrator to enter the above described property for the purpose of gathering information and performing inspections as required in relation to this request for a zoning compliance permit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Applicant Date*

**Diagram/Sketch/Plan For Zoning Compliance Permit Application**

Using the space provided, or on a separate sheet of paper, draw a diagram showing all of the following items:

1. Dimensions of the lot or acreage (all sides)

2. Location, with distances to property lines, of all existing and proposed structures.

3. The dimensions of all existing and proposed structures.

4. The distances between all existing structures.

5. The location of all roads bordering, or on, the property.

6. The location of any power and gas lines on the property.

7. The location of any lakes, rivers, streams, flood plain areas, or wetlands on or near the property.

8. The location of any easements on the property.

9. Indicate direction of North within the circle.

10. Label all roads on diagram.

11. Indicate your scale at the bottom of your diagram.

12. All significant vegetation to be removed.

13. Location of all existing and proposed driveway and distance(s) from lot line.

14. Location and size of all existing and proposed parking areas.

**NOTE:** **Road Right of Way** begins 33' from the center of any road. **Please** include **all property boundaries** as well as the location of **ALL structures** on the property. The **scale** for your drawing is what you determine. **Each box on this drawing is equivalent to \_\_\_\_\_\_\_\_\_\_ feet.**

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