



**Application/Zoning Permit
South Branch Township**

5245 N. M-18
P.O. Box 606, Roscommon, Mi. 48653
Phone 989-275-8232

Zoning Permit Approval is required before obtaining a Building Permit from the Crawford County Building Inspector.

Application is hereby made to: Use, Erect, Repair, Remodel, Extend a structure,
 Demolish, Signage, Land alteration SC zone

Applicant Information:

Name: _____
Address: _____
City: _____ State: _____, Zip: _____
Phone Numbers: Home: _____, Work: _____ Mobile: _____

Property Information:

South Branch Township: T _____, R _____, Section: _____
Parcel Number: _____
Legal Description: _____

Property Owner Information (if different than applicant)

Name: _____
Address: _____
City: _____ State: _____, Zip: _____
Phone Numbers: Home: _____, Work: _____ Mobile: _____

On the page provided draw or attach plot or site plan. The scale shall be of sufficient size as deemed by the Zoning Administrator to make a judgment that the application meets the requirements of the ordinance.

I am the owner of record or, hereby certify that I have been authorized by the owner to make this application as his/her authorized agent, and that we agree to conform to all applicable ordinances of South Branch Township. I hereby give permission to the Zoning Administrator to enter my property for inspection.

Contractor: _____ Signature
Owner: _____ Signature

Date: _____ Date: _____

Official use only--
Approved By Zoning Administrator: _____, Date: _____
This permit is valid for 1 year from approval date.
Please take note: The issuance of this zoning permit does not eliminate the need of the property owner to obtain applicable State or local permits before commencing construction. Therefore, it is recommended that the property owner contact State and local agencies (including but not limited to the state DNR/DEQ, county building department, and local health department) to determine whether additional permits are required.

- Shape of lot to scale:
- Dimensions of Buildings to scale
- Location, shape size of all buildings to be erected.
- Lot access -and driveway drawn to scale.
- Location of well & septic (or proposed well and septic)
- Existing and intended use of lot and buildings
- Other information concerning lot or adjoining lots as necessary.

Plot or site plan drawing (Draw or attach).

Zoning Classification: _____

Describe project (i.e addition onto garage)_____



Plot Plan

A large, empty rectangular box with a black border, intended for drawing the plot plan.

Prior to the issuance of a building permit in South Branch Township, it shall be necessary for any applicant to first apply for and obtain a zoning permit from the Zoning Administrator in accordance with the provisions of the South Branch Zoning ordinance of 2007 (and revisions). All buildings new, renovation for commercial, residential, agricultural, and accessory buildings must obtain a building permit prior to starting construction. All new buildings or structure(s) must comply with South Branch Zoning Ordinance.

Instructions and Check Sheet:

- Provide proof of ownership for subject parcel.
 - Copy of Deed of ownership
 - or
 - An Abstract of Title,

- Property Zoning District circle one (if known) – RC, FF LDR, MR CB, I, or SC

- Application is hereby made to (Check appropriate boxes)
 - Change in use of property
 - Erect a structure (building, fences, etc.)
 - Repair
 - Remodel
 - Extend a structure (in any direction)

- A plot sketch or site plan in duplicate (2) in scale sufficient to clearly detail:**
 - Location and dimensions of premises
 - Boundary lines of all parcels of land under separate ownership.
 - Location on the premises
 - Height of all buildings or structures
 - Structures or other impervious surfaces in existence, to be erected and/or altered.
 - The width and alignment of all abutting streets, highways, alleys, utility locations, easements and public open spaces, and location of driveway.
 - Front yard dimensions of the nearest building on both sides of the proposed building or structure. Location and dimension of sewage disposal facility both on adjoining land or lots and those to be erected on the lot under consideration.
 - Location of any wet lands, ponds, creeks, lakes and rivers on or within 100 feet of property.
 - Location of wells, septic systems, drain fields on adjoining properties if within 50 feet of this property.
 - Properties under 2 acres may require a legal survey (Zoning Administrator to check this box if deemed necessary)

- Copies of permits or waivers of permits by other agencies as may be required by statute and/or by the Zoning Administrator.

- Such other information as may be required to determine compliance with the Ordinance. (to be determined by Zoning Administrator and/or ZBA or Planning Commission).
- The location of the property boundaries and all structures shall be staked on the ground for the Zoning Administrator approval prior to the issuance of the Zoning Permit.
- If the property owner plans to live on the premises during construction the owner must apply for a “Temporary Dwelling Occupancy” permit during construction permit (attached below).

Conditions:

The Planning Commission and Zoning Board of Appeals may attach reasonable conditions on the discretionary zoning decisions under their jurisdiction. (See section 10.03 of Zoning Ordinance for further details.)

Application/Zoning Permit
Temporary Dwelling Occupancy During Construction

South Branch Township
5245 N. M-18
P.O. Box 606, Roscommon, Mi. 48653
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Zoning Permit Approval is required before obtaining a Building Permit from the Crawford County Building Inspector. (Attach to Zoning application)

Installation of septic and water well shall be constructed and maintained in accordance with the standards and materials and installation recommended by the District Health Department, and shall precede occupancy of the temporary dwelling.

Application is hereby made for Temporary Dwelling prior to construction of the primary residence.

Applicant Information:

Name: _____

Address: _____

City: _____ State: _____, Zip: _____

Phone Numbers: Home: _____, Work: _____ Mobile: _____

On the page provided draw or attach plot or site plan. The scale shall be of sufficient size as deemed by the Zoning Administrator to make a judgment that the application meets the requirements of the ordinance. The Temporary Dwelling will conform to the Zoning Ordinance Requirements of the South Branch Township Zoning ordinance of 2007 section 3.08.

I am the owner of record or, hereby certify that I will comply with all the requirements of the South Branch Zoning ordinances for temporary dwellings. This permit expires in 12 months from today. This permit is not transferable.

Owner: _____
Signature

Date: _____

Official use only--

Approved By Zoning Administrator: _____,

Date: _____

This permit is valid for 1 year from approval date.

Placement of Mobile Home Requirements:

Section 3.05 Mobile Homes on Individual Lots or Parcels

Prior to placing a mobile home on an individual lot, a Zoning Permit is required to ensure the standards are met for yard set-backs, and minimum floor area for the district in which it is located and shall meet the following additional standards:

1. Mobile homes shall be attached to an approved permanent foundation or basement and shall be anchored using a system that meets the Michigan Mobile Home Commission requirements.
2. The wheels, axles and towing assembly shall be removed from a mobile home before the unit is attached to the foundation. Additionally, no mobile home shall have any exposed undercarriage or chassis.
3. Mobile homes shall be installed according to the construction code adopted by Crawford County and the construction of the unit shall comply with the National Mobile Home Construction and Safety Standards Act of 1974, as amended (HUD Code).
4. Mobile homes shall not be attached to another structure unless the mobile home and the other structure have been specifically designed and engineered by the manufacturer or licensed builder to be attached to each other.
5. No person shall occupy a mobile home as a dwelling within South Branch Township until a certificate of compliance has been issued by the Crawford County/South Branch Township Building Official, which shall indicate satisfactory compliance with all requirements of the HUD Code and the current Crawford County Construction Code.
6. **No mobile home shall be located or placed in South Branch Township without prior completion of site preparation to include electric, water, sewage disposal and foundation to meet the current Crawford County Construction Code.**
7. Mobile homes shall not be used as an accessory building.
8. No mobile home shall be stored on any lot or parcel in South Branch Township.

Note:

The mobile home zoning permit will be limited to the site preparation required to be completed prior to the placement of the mobile home. With this zoning permit in hand, the property owner can obtain the necessary building permit to complete the site work.

Once the property owner has completed the site work required under the zoning ordinance (even if it takes up to a year to complete), the property owner can then seek a zoning permit authorizing the placement of the mobile home itself. After the site preparation work is completed, the requirements of **Section 3.05.6** will have been met prior to the issuance of the zoning permit authorizing the actual placement of the mobile home.