

RENTAL DWELLING PROCESS

SAUGATUCK TOWNSHIP

Application

- Applicant submits completed application to the Township Offices (available on-line) with fee, parking plan, and signed inspection checklist. Checklist available at: www.saugatuckfire.org/rental-applications.html
- Owner is required to provide data about occupancy, floor plan, parking, and local emergency contact

Zoning Review

- Zoning Administrator reviews application for compliance with zoning requirements
- If any aspect of the application conflicts with zoning, applicant is contacted to revise the application
- If complete, Township forwards application to the Fire District

Fire District Review

- Fire District will contact the owner/agent to schedule the inspection (this can take 3-4 weeks)
- If the inspection passes, the Fire District will send the approval to the Township

Permit Issuance

- If the property fails inspection, the owner/agent will make repairs, and contact the Fire District for a re-inspection, after paying appropriate re-inspection fees to the Township.
- After the Township receives approval from the Fire District, a rental certificate will be issued to the owner/agent.

For on-line forms visit www.saugatucktownship.org, and Click the *Permits & Forms* menu

To view the zoning map and ordinance, visit www.saugatucktownship.org, and click on Departments, Planning & Zoning

CONTACT INFO:

Zoning Administrator
Saugatuck Township
3461 Blue Star Highway
Saugatuck, MI 49453
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Building Inspector
Cindy Osman
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Fire District
Chris Mantels
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Electrical Inspector
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Plumbing and Mechanical
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