



## ZONING PERMIT APPLICATION

PERMIT # \_\_\_\_\_

Property Owner: \_\_\_\_\_ Owner Phone #: \_\_\_\_\_

Project Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### WORK DESCRIPTION:

TYPE OF PERMIT: ZONING \_\_\_\_\_ BUILDING \_\_\_\_\_ SIGN \_\_\_\_\_ TREE \_\_\_\_\_ FENCE \_\_\_\_\_ OTHER \_\_\_\_\_

PERMIT FEES: **Zoning Fee: \$100** **Sign Fee: \$1.50/sf/side** Length \_\_\_\_\_ Width \_\_\_\_\_ Side(s) \_\_\_\_\_

**TOTAL PERMIT FEE: \$** \_\_\_\_\_

### **NO WORK TO START PRIOR TO ISSUANCE OF ZONING PERMIT**

#### Zoning Permit Application Requirements:

A detailed site plan is required. A survey may be necessary for boundary line fences or small lots where setbacks are critical.

#### Sign & Fence Permit Application Requirements:

All sign and fence permit applications must comply with the Saugatuck Township Zoning Ordinance, with signs regulated under Article 12 and fences under Article 7, as well as the specific zoning requirements for their respective locations.

#### Required Submissions:

☐ Dimensioned Drawing – Detailed measurements of the sign or fence. ☐ Site Sketch – Includes setbacks and placement details.

Section 23A of the state construction code Act #230 of the public acts of 1972, being section 125.1523A of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23A are subject to civil fines.

**HOMEOWNER AFFIDAVIT:** I certify that all work described in this permit application will be performed by me at my single-family residence, which I currently occupy or intend to occupy. I understand that all work must comply with the Michigan Building Code and will not be enclosed, covered, or placed into service until it has been inspected and approved by the Building Inspector. I agree to fully cooperate with the Building Inspector and accept responsibility for scheduling all required inspections. By signing this application, I grant permission for Township staff and contracted personnel to enter the property for the purpose of conducting site inspections.

Signature of Applicant \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Homeowner \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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APPLICATION UPDATED MAY 2025