

LAND USE PERMIT SUBMITTAL REQUIREMENTS

BINGHAM TOWNSHIP

THE FOLLOWING ITEMS ARE NECESSARY WHEN SUBMITTING FOR A LAND USE PERMIT IN BINGHAM TOWNSHIP:

- **APPLICATION** (FILLED OUT, SIGNED, & DATED)
- **SITE PLAN** (SHOWING THE LOCATION OF THE PROJECT, PROPOSED SETBACKS, DRIVEWAY, EXISTING ROADS, SHORELINE, STREAMS, ETC)
- **FLOOR PLAN** (MAY BE WAIVED FOR SMALL PROJECTS)
- **ELEVATION VIEW** (MAY BE WAIVED FOR SMALL PROJECTS)
- **HEALTH DEPARTMENT PERMIT** (WHEN APPLICABLE)
- **SOIL EROSION PERMIT** (WHEN APPLICABLE)
- **PERMIT FEE** (PAYABLE TO BINGHAM TOWNSHIP)
(New Dwelling: \$200, Additions and Accessory Buildings: \$75)
(Other Uses see fee schedule on website)

PLANS MUST BE LARGE ENOUGH SIZE FOR THE DIMENSIONS TO BE READABLE.

PERMIT APPLICATIONS MAY BE SUBMITTED IN PERSON OR BY MAIL TO:

Zoning Administrator
C/O Suttons Bay Township Office
P.O. Box 457
95 W. Fourth Street
Suttons Bay, MI 49682

NORMAL PROCESSING TIME IS 3-5 BUSINESS DAYS AFTER RECEIPT OF ALL THE NECESSARY COMPLETED DOCUMENTS AND FEES. PROCESSING TIMES MAY BE LONGER DURING THE PEAK CONSTRUCTION SEASON.

PLEASE CONTACT THE ZONING ADMINISTRATOR WITH ANY QUESTIONS.
(231) 271-2722, EXT 3; SUTTONS BAY TOWNSHIP OFFICE
EMAIL: zoningadmin@suttonsbaytwp.com

ZONING INFORMATION AND ORDINANCES ARE AVAILABLE ON THE THE BINGHAM TOWNSHIP WEBSITE: <https://www.leelanau.gov/binghamtwp.asp>

BINGHAM TOWNSHIP
APPLICATION FOR LAND USE PERMIT

OFFICE USE ONLY:

Permit# _____ Date: _____
Map Page No. _____ Fee: _____

Zoning District: _____ Required Setbacks: ___ Front ___ Rear ___ Side
Lot District Requirements: ___ Size ___ Width ___ Height ___ Sq.Ft. ___ Area
(Other/special requirements) _____

APPLICANT TO FILL OUT BELOW:

Parcel Tax ID/Sidewell Number: 45-001-___-___-___

Location/Address of Parcel: _____

Owner: _____ Phone Number _____

Mailing Address: _____
P.O./Street City State Zip

Contractor: _____ Phone Number _____

Mailing Address: _____
P.O./Street City State Zip

Contractor's/Builder's License#: _____

Project Description: _____ Sanitation Permit #: _____

Total # of Rooms in new Construction: _____ Baths: _____ Bedrooms: _____

Type of Material: _____ Foundation: _____

(I.e. Block, Wood, Fr., etc) Type Height

New Structure: Height (finished grade to peak): _____ # of Stories: _____

Width: _____ X Depth: _____ = _____ Sq. Ft.

Plus Existing Structures on Parcel:

Type Use

#1 _____ : Width: _____ X Depth: _____ = _____ Sq Ft

#2 _____ : Width: _____ X Depth: _____ = _____ Sq Ft

#3 _____ : Width: _____ X Depth: _____ = _____ Sq Ft

#4 _____ : Width: _____ X Depth: _____ = _____ Sq Ft

TOTAL LAND USAGE (SQUARE FOOTAGE): = _____ Sq.Ft.

Parcel Area: _____ Sq. Ft Lot Area Covered by Structures _____ %

(One acreage=43,560 sq. ft.)

When figuring width and depth, include overhangs of structures. Structure: Any construction of pieces of material artificially built up or composed of parts joined together in some definite manner, whether under or on the ground. Structures include, but are not limited to, buildings, decks, advertising signs and signboards, towers, poles, antennas, storage tanks above or below the ground, and parking lots. Excluded are lot and parcel boundary fences, and driveways.

Site diagram

Actual setbacks: _____ Front : _____ (road) REAR _____ SIDE* _____ SIDE* _____
*For sides also note the approximate direction, i.e. 10' SIDE or 100+ SE SIDES.

Please provide the following information on the site diagram:

- a) _____ a North directional arrow and scale
- b) _____ all existing structures with their approximate location and dimensions
- c) _____ parcel dimensions (Note: all Property lines within 60' of the new constructions shall be flagged on the property for site inspection verification during the duration of the project)

SIDE LOT LINE

R O A D	F R O N T		R E A R
R I G H T	L O T		L O T
O F	L I N E		L I N E
W A Y			

SIDE LOT LINE

.....
 Application is hereby made for a permit to authorize the activities/land uses described herein and that any change in use from that stated on this application and the resulting permit must be filed with the Zoning Administrator of Bingham Township. Failure to do so will result in a violation notice and violators will be subject to a fine or fines as set forth in the Ordinance. I certify that I am familiar with the information contained in the application, and that to the best of my knowledge and belief such information is true and accurate and in compliance with the Bingham Township Zoning Ordinance. I certify that I have the authority to undertake the activities proposed in the application. By signing the application, I understand to allow representatives of Bingham Township to enter upon said property in order to inspect the proposed project. I understand that the granting of other permits by local, county, state or federal agencies does not release me from the requirement of obtaining the permit requested hereon before commencing the project.

With the granting of the permit for the above it is agreed that such work will conform with the State Building Code, all other applicable requirements of local, county, state or federal agencies, including but not limited to Zoning and other Ordinances of Bingham Township, health permits, and soil and erosion permits; and that Bingham Township shall not be liable for any damages resulting therefrom. NOTE: Under no condition does the granting of a Land Use Permit in Bingham Township guarantee adequate emergency protection can be provided to the permitted structure or building in the location permitted.

SIGNED: _____ DATE: _____