

Cleveland Township Land Use Permit Application Instructions

All applications must be sent to the Zoning Administrator via scan (no photos accepted) and email or US Mail. **NO DROP OFFS.** Drop offs will not be processed or returned.

If you mail your application, it must be an 8.5" X 11" format and **DO NOT FOLD.**

Email to: Zoningct@gmail.com or mail to 1166 E Narlock Rd, Cedar, MI 49621.

All fees must be paid by check and made out to Cleveland Township and mailed to the address listed above. **Fee is due with the application.**

Fees are \$100 for a single family home and \$75 for all other projects. Fee schedule is on the Cleveland Township website.

Fill in all the information requested and sign and date the application.

If you are not the owner of the parcel, include a signed agent form stating that you have been authorized to act as such by the owner.

Make sure your site plan as required on page 3 of the application is exactly as requested. No additional information is to be included on the site plan.

Include a front and side elevation with dimensions showing width and height, in an 8.5" X 11" format. Do not include a full set of blueprints.

Call the Leelanau County Road Commission at 231-271-3993 to see if you are required to have a driveway permit.

If you are 500' from any water (lake, stream, creek, brook, or wetlands) you will need a Soil Erosion Permit from the Leelanau Conservation District; 231-256-9783.

If your project includes a bedroom or bathroom you may need a sewage and well permit from the Benzie-Leelanau Health Dept.; 231-256-0201.

All projects require a letter of approval from the fire department when requested by the zoning administrator.

If your project is within the boundaries of the composite wetlands overlay map and is a minor project, your land use permit application will be forwarded to the Cleveland Township Planning Commission for a preliminary review to determine if a site plan is required. This may delay the approval of your land use permit for up to 30 days.

If you have any questions please call: Scott Sheehan, Cleveland Township Zoning Administrator at 231-633-4002.