

LAND USE PERMIT SUBMITTAL REQUIREMENTS  
SUTTONS BAY TOWNSHIP

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

- INFORMATION (WE CURRENTLY DON'T USE AN APPLICATION FORM. JUST MAKE SURE WE HAVE THE BASIC INFORMATION; PROPERTY NUMBER, ADDRESS, OWNER, CONTRACTOR).
- 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)
- ROAD COMMISSION OR MDOT PERMIT (WHEN APPLICABLE)
- PERMIT FEE (PAYABLE TO SUTTONS BAY TOWNSHIP

NEW HOME: \$100.00

ACCESSORY STRUCTURE:

UP TO 250 SQ. FT. \$30.00

GREATER THAN 250 SQ. FT. \$50.00

- PERMIT APPLICATIONS MAY BE SUBMITTED IN PERSON AT 95 W FOURTH STREET, SUTTONS BAY OR MAILED TO:

ZONING ADMINISTRATOR

C/O SUTTONS BAY TOWNSHIP OFFICE

P.O. BOX 457

SUTTONS BAY, MI 49682

PLEASE CONTACT THE ZONING ADMINISTRATOR WITH ANY QUESTIONS. 231.271.2722 EXT 3

NORMAL TURN-AROUND IS 5-10 BUSINESS DAYS AFTER RECEIPT OF THE NECESSARY DOCUMENTS AND SUPPORTING FEE (INCLUDING REQUIRED AGENCY PERMITS). THIS TIME MAY INCREASE DURING BUSY PERIODS.