

**LAND DIVISION APPLICATION
PENTWATER TOWNSHIP**

Applicant/Ownership Detail

Name _____
Mailing Address _____
Number/Street _____
City/State/ZIP _____
Telephone /FAX/Email () _____ () _____

Names, Addresses, and Ownership Interest:

Provide the names, mailing addresses, and type of ownership interest of all parties having an interest in the land to be divided. Use additional sheets as necessary.

Check if additional sheet attached and attach as Exhibit 1.

Property Detail

Address of Property to be Divided (if applicable):

Number/Street _____
City/State/ZIP _____

Tax Identification Number of Property to be Divided
[found on tax bill or obtained from Assessor's Office] _____

Legal Description of Property to be Divided, including existing easements and covenants.	Attach as Exhibit 2 - Original Parcel. [May be included on Parcel Map.]
Legal Description of Parcels to be Created, including all Remnant Parcels. Include all easements and covenants.	Attach as Exhibit 3 - Parcels Created. [May be included on Parcel Map.]

Attach 10 Copies of Tentative Parcel Map to Include (refer to Ordinance for scale requirements):

- Date, north arrow, scale, and name of individual or firm responsible for completion of the parcel map.
 - Name and address of applicant.
 - Proposed lot lines and their dimensions.
 - Location and nature of proposed ingress and egress locations to any existing public or private streets.
 - Location of any public or private street, driveway, lake or stream, access, or utility easements to be located within any proposed lot or parcel or to benefit the same.
 - General topographic features including contour intervals not to exceed 10 feet.
 - Any existing buildings, public or private streets, and driveways within 100 feet of all proposed lots or parcels.
 - Zoning designation of all proposed lots or parcels.
 - Small scale sketch of properties and streets within one quarter (1/4) mile of the subject site.
 - Proposed method of storm drainage.
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Additional Information

Describe purpose and intent of divisions. How are the parcels to be used? Will they become part of an association or other entity? Will the parcels be served by private roads? If so, who will maintain the roads? Will there be common open space or other similar features? If so, who will maintain?

Attach as Exhibit 4 - Purpose of Land Divisions. If a private road is to be constructed, Exhibit 4 should also include a copy of a proposed maintenance agreement detailing how, and by whom, said road will be maintained.

Provide a graphic (map) or written description of any previous land divisions from the parent parcel including the size, number, and date of such divisions.

Attach as Exhibit 5
Parent Parcel

Provide evidence of approval from the City Public Works Department for on-site water supply and sewage disposal.

Attach as Exhibit 6
Public Works Department
Approval

If the project involves easements, restrictive covenants, or other such attachments to the land, provide copies of the instruments describing and granting same.

Attach as Exhibit 7
Easements and Covenants

Applicant Certification

By the signature attached hereto, the applicant certifies that the information included with this application is, to the best of his/her knowledge, true and accurate:

By: _____

Date: _____

For Township Use Only

Date submitted _____ Fee Paid: \$ _____

Items Waived _____

Road/Easement Agreement Required
Attach additional sheets as necessary. _____

Application/Site Plan Complete:
Attach additional sheets as necessary. _____

Submit To

- | | | |
|--|--|--|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Planner | <input type="checkbox"/> Engineer |
| <input type="checkbox"/> Health Department | <input type="checkbox"/> Fire Department | <input type="checkbox"/> Road Commission |
| <input type="checkbox"/> Other _____ | | |

Reviewed/Approved BY: _____ DATE: _____

Township of Pentwater

Phone: (231) 869-6231
Fax: (231) 869-4340
www.pentwatertwp.org

327 Hancock Street
P.O. Box 512
Pentwater, Michigan 49449

ZONING ADMINISTRATOR'S OFFICE FEE SCHEDULE- (REVISED February 26, 2007))

1. Zoning Permit	Residential	\$ 35.00
	Non-Residential	\$100.00
2. Camping Permit		\$ 5.00
3. Home Occupation Permit		\$ 35.00
4. Demolition Permit	Non-Residential	\$ 35.00
	Residential	\$ 5.00
5. Sign Permit	Non-Residential	\$ 15.00
6. Dock Permit		\$ 15.00
7. Fence Permit		\$ 5.00
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8. Satellite Dish Permit Exceeding 1 Meter (39.37 inches) in diameter		\$ 35.00
9. Storage of Recreational Vehicles Permit	Residential	\$ 15.00
10. Temporary Use Permit -		
A. Land and Buildings	Non-Residential	\$ 50.00
B. Storage of Used Materials	Non-Residential	\$ 50.00
C. Housing while Building	Residential	\$ 35.00
11. Seasonal use Permit	Non-Residential	\$ 15.00

PLANNING COMMISSION

12. Changes to Non-Conforming Buildings and Uses		\$125.00
13. Special Land Uses		\$125.00
14. Land Division	Per Split	\$ 25.00
15. Site Plan Review		\$125.00
16. Manufactured Home Park (MHP)		\$500.00
17. Planned Unit Development (PUD)		\$500.00
18. Rezoning		\$250.00
19. Special Meetings		\$500.00 (Revised 10-11-06)

ZONING BOARD OF APPEALS

20. Variances, Appeals, Interpretations		\$300.00 (Revised 9-10-08)
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LEGISLATIVE BODY

21. Private Street Permit		\$250.00
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... .. - portion of general administrative costs and compensation, as established by ordinance, for the Zoning Board of Appeals or the Planning Commission members attending the initial hearing/meeting.

NOTE! There may be additional costs to the applicant for applications #11 through #19

Additional costs may include, but not limited to newspaper publications, postage, photocopying and similar costs.

Any and all costs incurred for professional services or consultation with, but not limited to, Professional Planners fees and reviews, engineering, surveying or attorney fees, as required by the Township, to assist the Zoning Board of Appeals or Planning Commission in their review of the application, WILL BE BILLED TO THE APPLICANT.

Applications # 4, # 9b, # 15, # 16 and #19 may require the filing of a performance guarantee, as set forth in section 19.05 of the Zoning Ordinance.

All costs, incurred by the Township to process these applications, which exceeds the application fee, WILL BE BILLED TO THE APPLICANT. If costs are less than the application fee, a refund will be made to the applicant.

NO PERMITS WILL BE ISSUED UNTIL ALL FEES AND CHARGES ARE PAID IN FULL BY THE APPLICANT.

All applicants who apply for the above described permits will be required to sign a copy of this Fee Schedule which the Zoning Administrator will retain in the Township Zoning file of permits. The Zoning Administrator shall furnish a copy of this signed form to the applicant if requested.

Date _____

Applicant

Received by _____

Title _____

Date _____

Township of Pentwater

327 Hancock Street
P.O. Box 512
Pentwater, Michigan
49449

Authorization for on Site inspection

This authorization for on site inspection will give the Pentwater Township Zoning Administrator the permission to visit the subject property for the purpose of investigating any questions that he/she may have in regards to the Zoning Permit Application.

IF there are any variances involved with this Application for Zoning Permit, this Authorization for on Site Inspection will also give permission to the individual members of the Pentwater Township Zoning Board of Appeals to visit the subject property for the purpose of investigating any Variance request by the applicant.

This Authorization for On Site Inspection will also authorize the members of the Pentwater Township Planning Commission to visit the site to investigate any questions which may arise on matters that come before the Township Planning Commission.

Applicants signature _____ Date _____

Property owner signature _____ Date _____