

VILLAGE OF PENTWATER ZONING PERMIT APPLICATION

(Fences, Decks, Accessory Buildings, New Build, Moving of Building, Demolition, Signs)

Parcel Number _____
Name _____
Date: _____

(Applicant)

(Address)

(City, State, Zip Code)

(Telephone)

(E-mail)

OFFICE USE ONLY

Application number _____

Date Rec'd _____

Fee Rec'd \$ _____

If non-conforming, Approval Date by
Planning Commission: _____

Expiration Date: _____

ZONING PERMIT # _____

APPLICANT'S CAPACITY IF NOT PROPERTY OWNER (circle one):

Builder / Have Option to purchase / Agent / other _____

**** If the applicant is not the property owner, an affidavit must be provided by the property owner that the applicant has the authority to apply on his/her behalf.**

CONTRACTOR LICENSE # (IF APPLICABLE) _____

PROPERTY OWNER:				
OWNER'S MAILING ADDRESS:				
OWNER'S PHONE # & E-MAIL:				
PROPERTY ADDRESS:				
PARCEL NUMBER:				
RECORDED PLAT:				
BLOCK:		LOT(S):		*OR ATTACH LEGAL DESCRIPTION
ZONING DISTRICT:			PRESENT USE:	
CORNER LOT:	<input type="checkbox"/> Yes <input type="checkbox"/> No		ROADS:	
NEW BUILD: (Basement Acknowledgement is required)	WATER: <input type="checkbox"/> Yes <input type="checkbox"/> No		SEWER: <input type="checkbox"/> Yes <input type="checkbox"/> No	
CURRENT STRUCTURE ON LOT		<input type="checkbox"/> Yes <input type="checkbox"/> No		* IF YES, A DEMOLITION PERMIT IS REQUIRED

PROPOSED PROJECT (Check one):

FENCE		DECK		ACCESSORY BUILDING	
ADDITION		MOVING STRUCTURE		SIGN (Sketch Required)	

Village of Pentwater is an equal opportunity Employer and Provider.

<p>NEW BUILD</p> <ol style="list-style-type: none"> 1. <i>The Village of Pentwater advises that basements may not be suitable in all areas of the Village because of the high water table.</i> 2. <i>Sump Pumps are NOT allowed to be connected to the Village Sanitary Sewer (PW Ord §51.05 (A)).</i> 3. <i>All water taps and connections to the main lines of the Village shall be made by Village personnel (PW Ord §50.003 (C)).</i> 4. <i>All sewer taps shall be made under the Supervision of the Village (PW Ord §51.04(L)).</i> 5. <i>All property that is disturbed during the excavations and building of sewer & water installations shall be restored and inspected by the Village of Pentwater at the property owner's expense. (PW Ord §51.04 (M)). A bond at the time of application may be required at the Village's discretion.</i> 6. <i>All water & sewer installation will be inspected by the Village after completion.</i> 7. <i>Water service will not be turned on until the Village Manager inspects and approves all connections.</i> <p>* I, the applicant agree to adhere to all water & sewer requirements. Failure to do so may result in disconnection of services.</p> <p>Signature: _____ Date: _____</p>	
<p>DEMOLITION</p> <p><i>The contractor must kill the water line at the corporation stop under Village supervision. The sewer lateral will need to be cut, capped and witnessed (by Village Staff) at the property owner's expense, with work completed by the property owner's contractor. A bond at the time of application may be required at the Village's discretion.</i></p>	

FURTHER EXPLANATION OF PROJECT:

(Attach sheets if necessary) Attached

ATTACH A SITE PLAN OR SKETCH FOR PROPOSED PROJECT. Attached

SETBACKS FROM PROPERTY LINES

FRONT:	RIGHT SIDE:	LEFT SIDE:
REAR:	OTHER:	HEIGHT:

ATTACH A CERTIFIED SURVEY (IF REQUESTED BY THE ZONING ADMINISTRATOR OR PLANNING COMMISSION), (completed by a professional surveyor or engineer for the property at issue [including a written drawing showing structures and stakes set on the property boundaries or corners] in order to insure that all requirements of the Zoning Ordinance will be met.) *(See Pentwater Community Zoning Ordinance – Section 19.15)*

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ATTACH COPIES OF PERMITS FROM OTHER AGENCIES IF REQUIRED FOR CRITICAL DUNES OR WETLANDS. (Attached)

1. <input type="checkbox"/> Legal Description	Number of Pages:
2. <input type="checkbox"/> Proposed Project	Number of Pages:
3. <input type="checkbox"/> Site Plan / Sketch	Number of Pages:
4. <input type="checkbox"/> Survey	Number of Pages:
5. <input type="checkbox"/> Letters or Permits	Number of Pages:
6. <input type="checkbox"/> Acknowledgement of Basement Requirements	Number of Pages:
7. <input type="checkbox"/> Affidavit to Apply:	Number of Pages:
8. <input type="checkbox"/> Other:	

AFFIDAVIT: I agree the statements made above are true, and if found not to be true, any Zoning Permits may be revoked. Further, I agree that all applicable sections of the Pentwater Community Zoning Ordinance and the Pentwater Codified Ordinances will be complied with. Also, I agree to notify the Zoning Administrator for the Village of Pentwater for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of Village of Pentwater to enter the property subject to this permit application for purposes of inspection. Also, I understand any zoning action approved for this application conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, Village Ordinances, building code, deed restriction or other property rights.

Applicant Signature: _____ Date: _____

**When completed send to: Village of Pentwater Zoning Administrator
327 S. Hancock Street – P.O Box 622, Pentwater, Michigan 49449
Phone: (231) 869-8301 Fax: (231) 869-5120**

<u>OFFICE USE ONLY</u>	
SITE PLAN APPROVED _____	SITE PLAN NOT APPROVED _____
PROJECT APPROVED _____	PROJECT NOT APPROVED _____
ZONING ADMINISTRATOR SIGNATURE _____	
DATE _____	EXPIRATION DATE _____
PRE-APPROVAL INSPECTION _____	COMPLETION INSPECTION _____
OTHER INSPECTION DATES _____	
VILLAGE MANAGER SITE PLAN APPROVAL <i>(For projects including Water & Sewer)</i>	
_____	DATE: _____
WATER & SEWER FINAL INSPECTION COMPLETED BY:	
_____	DATE: _____

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VILLAGE OF PENTWATER

ON PENTWATER LAKE AND LAKE MICHIGAN
327 South Hancock Street-P.O. Box 622-Pentwater, Michigan 49449
(231) 869-8301 - FAX (231) 869-5120

Affidavit to Apply for Zoning Permit

I, _____ am the legal property owner of
_____, Pentwater, MI 49449.

Parcel # _____

I authorize _____ to apply for a Zoning Permit and
agree to all conditions set forth by the Village of Pentwater on my behalf.

The work to be completed includes:

I agree to give permission for officials of Village of Pentwater to enter the property
subject to this permit application for purposes of inspection. Also, I understand any
zoning action approved for this application conveys only land use rights, and does not
include any representation or conveyance of rights in any other statute, Village
ordinances, building code, deed restriction or other property rights

Property Owner's Signature: _____

Date: _____



VILLAGE OF PENTWATER

ON PENTWATER LAKE AND LAKE MICHIGAN
327 S. Hancock Street – P.O. Box 622 – Pentwater, MI 49449
Phone: (231) 869-8301 – FAX (231) 869-5120
www.pentwatervillage.org

Basement Requirements for New Builds

The Village of Pentwater advises property owners and contractors that are building a new home that basements may not be suitable in all areas of the Village because of the high water table.

The Village has several ordinances relating to connecting to municipal water and sewer services.

1. Sump Pumps are **NOT** allowed to be connected to the Village Sanitary Sewer (PW Ord §51.05 (A)).
2. All water taps and connections to the main lines of the Village shall be made by **Village personnel** (PW Ord §50.003 (C)).
3. All sewer taps shall be made under the **supervision and be witnessed by the Village** (PW Ord §51.04(L)).
4. All property that is disturbed during the excavations and building of sewer & water installations shall be restored and inspected by the **Village of Pentwater** at the **property owner's** expense. (PW Ord §51.04 (M)). A bond at the time of application may be required at the Village's discretion.
5. All water & sewer installation will be inspected by the **Village** after completion.
6. Water service will not be turned on until the **Village Manager or representative** inspects and approves all connections.

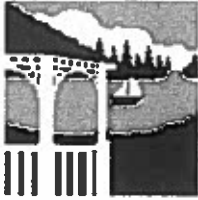
*** I, the applicant agree to adhere to all water & sewer requirements. Failure to do so may result in disconnection of services.**

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE DEMOLITION REQUIREMENTS

Applicant's Signature

Date

Property Address



VILLAGE OF PENTWATER
ON PENTWATER LAKE AND LAKE MICHIGAN
327 South Hancock Street-P.O. Box 622-Pentwater, Michigan 49449
(231) 869-8301 - FAX (231) 869-5120

ZONING PERMIT APPLICATION INFORMATION

SITE PLAN REQUIREMENT

1. Name of preparer
2. Date prepared
3. Survey or drawing of property
4. Scale used
5. North arrow
6. All existing structures
7. Proposed structures with dimensions
8. Setback (measured from eaves)
9. Road and easements adjacent to property
10. Natural features i.e.: lakefront, creeks, woodlots, etc.
11. Stake location of project for inspection

OTHER PERMITS THAT MAY BE REQUIRED

1. 347 Soil Erosion and Sedimentation – Drain Commissioner
2. Critical Dune-MDEQ
3. High Risk Erosion-MDEQ
4. Inland Lakes and Streams-MDEQ
5. House Number-Village
6. Driveway-Curbcut-Village DPW
7. Sewer Hookup(if not hooked up and within 200 feet of main)-Village DPW

APPLICATION INSTRUCTIONS

Property Owner

1. Name
2. Permanent home address if not local
3. Home and local phone numbers

Contractor

1. Name
2. Address
3. Phone

PROPERTY INFORMATION

1. Parcel number from property tax statement
2. Name of plat or subdivision
3. Block and lot number or legal description of property
4. Address of property if different from above
5. Current zoning

PROJECT INFORMATION

1. Proposed project dimensions of structures(s) with decks, porches, attached garages and/or accessory building(s) being applied for and fences, signs, or any demolition proposed.
2. Actual setbacks of the project

* According to the Pentwater Community Zoning Ordinance Section 19.07(F), "Within ten(10) days after receipt of the completed zoning permit application, the Zoning Administrator shall issue a zoning permit to the applicant or their duly authorized agent provided the dwelling, building or structure and land used thereof are set forth in the application are in conformity with the provisions of this Ordinance, and when such permit is refused, the Zoning Administrator shall state in writing with cause. The Zoning Administrator shall file one (1) copy of the application, with proper notations thereon or attached thereto relative to his/her approval or disapproval including the date thereof as record. A copy of the application shall be returned to the applicant with similar notation."

** Application Fee must be submitted per the fee schedule established by the Village of Pentwater