



Located at: 11120 Musbach Rd. Munith, MI 49259  
 Mail to: P.O. Box 130 Munith, MI 49259  
 517-596-8200 office/517-596-8600 fax  
 Hours: 9 AM - 1 PM Monday-Friday

## ZONING PERMIT APPLICATION

(References to "Section" and "Article" refer to the Waterloo Township Zoning Ordinance. The references highlight parts of the Ordinance that may be applicable but do not necessarily identify all parts that apply.)

**Important Notice to Applicants:** This application must be completed in full and the required number of copies submitted to the Zoning Administrator (see #15). All questions must be answered completely. If additional space is needed, attach additional sheets. Approval of this application is required before a Zoning Permit can be issued. The erection of a building or structure, or excavation for any building or structure, prior to the issuance of a Zoning Permit, is a violation of the Zoning Ordinance.

**1) APPLICANT:**

Name Address City / State / Zip Code Telephone #

**2) Applicant's Interest in Property:**  Owner  Lessee  Buy Option  Other/Specify:

**3) Property Address:** \_\_\_\_\_ or between \_\_\_\_\_ and \_\_\_\_\_ Roads

**4) Legal Description** (attach sheet if necessary)

**12) This application is made for a:**

Refer to Section 9.05 to determine whether the proposed use or structure is classified as a "Use by Right", "Special Land Use", or accessory building/use.

(check as appropriate)

Addition or  
New Alteration

<b>5) Tax Parcel #:</b>	Dwelling (Sec. 20.22)	<input type="checkbox"/>	<input type="checkbox"/>
<b>6) Zoning District:</b>	Temporary Dwelling (Sec. 20.19)	<input type="checkbox"/>	<input type="checkbox"/>
<b>7) Parcel Acreage:</b>	Accessory Bldg. (Sec. 20.20)	<input type="checkbox"/>	<input type="checkbox"/>
<b>8) Present Use:</b>	Specify:		
<b>9) Is parcel in a:</b> <input type="checkbox"/> platted sub.? <input type="checkbox"/> condo. subd.? Subdivision name: _____	Platted or Condominium Subdivision Platted Subd. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10) Deed restrictions on parcel:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (attach)	Condominium Subd. <input type="checkbox"/> (Sec. 20.21) Is Subdivision to be an Open Space Community (OSC, Art. 12) ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>11) Names, addresses, phone #s of all other persons or entities having legal or equitable interest in the land:</b>	Public or Private Roads? <input type="checkbox"/> Public <input type="checkbox"/> Private (Sec. 19.05(C))		
<b>a)</b>	Use by Right other than Dwelling Specify:	<input type="checkbox"/>	<input type="checkbox"/>
	Special Land Use Specify:	<input type="checkbox"/>	<input type="checkbox"/>
<b>b)</b>	Private Road	<input type="checkbox"/>	<input type="checkbox"/>
	Shared Driveway	<input type="checkbox"/>	<input type="checkbox"/>
	Other/Specify:	<input type="checkbox"/>	<input type="checkbox"/>

### FOR TOWNSHIP USE ONLY

<b>Application Number:</b>	<b>Tax Parcel Number:</b>
<b>Date Received:</b>	<b>Date of Final Action:</b> -      -
<b>Fee Paid      Date      Receipt #</b>	<b>Final Action Taken By:</b> ZA      PC      TB
1) 2) 3)	<b>Final Action Taken:</b> (circle as appropriate)
	Approved      Approved with Conditions      Denied
<b>Notes:</b>	

**13) Detailed Description:** In the case of a dwelling or residential accessory building, provide the following (See Art. 2 for definition of building height, floor area, and setback):

Dwelling: Height: \_\_\_\_\_ Floor Area: \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_  
Proposed Yard Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

Accessory Building: Height: \_\_\_\_\_ Floor Area: \_\_\_\_\_ Use \_\_\_\_\_  
Proposed Yard Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

In the case of a proposed commercial, industrial, or other principal non-residential use, attach a separate sheet that provides a detailed description of the proposed actions being applied for, including any proposed uses of land and/or proposed uses of existing and new structures and buildings. Include information on the number of total employees, employees per shift, principal products for sale or manufacture, hours of operation, anticipated truck/delivery traffic, and related operations characteristics. Attach additional sheets if necessary.

**14) If the parcel or any existing structure(s) are nonconforming, describe each nonconformity** (see Article 10). The nonconformities may apply to, but not be limited to, building setbacks, lot area, and lot width.

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**15) SUPPORTING DOCUMENTS:** The following applicable materials must be submitted along with this application form when applying for a Zoning Permit:

**A. Plot Plan:** Sec. 4.02(B) identifies the land uses for which Plot Plan approval is required prior to the issuance of a Zoning Permit, such as single-family dwellings. If Plot Plan approval for the applicant’s project is required, submit at least three (3) copies of both this completed application form and a Plot Plan prepared according to Sec. 4.03.

**B. Site Plan:** Sec. 4.02(A) identifies the land uses for which Site Plan approval is required prior to the issuance of a Zoning Permit, such as commercial and industrial uses and all “special land uses”. If Site Plan approval is required for the applicant’s project, submit at least 10 copies of both this completed application form and a Site Plan according to Sec. 4.04.

**C. Special Land Use:** Article 9 (Tables 9-2 & 9-3) identifies what uses are classified as “special land uses,” according to each district. If special land use approval is required for the applicant’s project, the applicant must submit at least 10 copies of the following: a) this completed application form; b) a Site Plan according to Sec. 4.04; and c) a written statement of analysis according to Sec. 5.02(A)(3). Sec. 11.02 identifies general standards for the review of such applications. The applicant is encouraged (not required) to submit written documentation addressing the extent of the application’s compliance with the standards.

**D. Open Space Community (OSC):** Articles 12 presents the principal provisions for Open Space Communities. If the applicant is applying for an OSC, the applicant must submit at least 10 copies of the following: a) this completed application form; b) a Site Plan according to Sec. 4.04; and c) a written statement of analysis according to Sec. 5.02(A)(3); and d) a Conventional Plan according to Sec. 12.03(A)(3).

**E. Shared Driveway/Private Road:** Article 19 presents the principal provisions applicable to shared driveways and private roads. If the applicant is applying for approval of either, the applicant must submit at least 10 copies of the following: a) this completed application form; b) a Site Plan according to Sec. 4.04 if the road is being proposed in conjunction with a use that requires site plan approval; and c) the information required by Section 19.05.

**F. Proof of Property Ownership:** The applicant must attach proof of ownership of the property subject to the application, such as a property deed, or other evidence of interest in the property.

**16) AFFIDAVIT:** I (we) the undersigned affirm that the foregoing answers, statements, and information are in all respects true and correct to the best of my (our) knowledge and belief. I (we) the undersigned understand that the Zoning Permit applied for, if granted, is issued on the representations made herein and that any Zoning Permit or Building Permit subsequently issued may be revoked because of any breach of representations or conditions, or because of the lack of continued conformance with zoning ordinance requirements.

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Applicant Signature(s)	Property Owner’s(s) Signature(s) (if different than applicant)	Date
Date		