



Date Received: _____
Decision Date: _____

Office of Planning and Zoning
2982 S. Pleasantview Rd, Harbor Springs, MI 49740
zoning@pleasantviewmi.gov
www.pleasantviewmi.gov
(231)526-8140

ZONING PERMIT APPLICATION

1. This application is to be completed by the applicant, signed, and filed with the Zoning Administrator. The Zoning Administrator may waive certain application requirements such as lot corner staking, certain drawings, and/or building location staking if it can be determined that the proposed project meets the requirements of the Title V Planning and Zoning without such documentation.
2. Applicant must provide a scaled site plan of the proposed construction. See requirements on Page 3 of the application. Floor plans, elevation drawings, and other documentation may be required.
3. Applicant pays Zoning Permit fee (see fee schedule) made payable to Pleasantview Township.
4. Applicant provides field staking of property boundaries and structures by applicant for inspection by Zoning Administrator. A registered land surveyor may be required to stake the property corners.
5. Zoning Administrator makes determination based on the application, site plan, and site visit against applicable sections of the Pleasantview Township Zoning Ordinance.
6. If approved, a copy of the Zoning Permit is provided to the applicant. The original application is part of the Township's permanent records.
7. Applicant takes copy of the Zoning Permit to the County Building Department.

Checklist for Zoning Permit Applications

- Complete Application-Sign
- Pay fee to Township (see fee schedule)
- Provide Scaled Site Plan (include height)
- Stake building corners
- Stake lot boundaries

ZONING PERMIT APPLICATION

Applicant

Address of subject property

Address (City/State/Zip)

Property Owner Name (If different than applicant)

Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone Email
(___) ___ - ____ _____

Agent Phone Email
(___) ___ - ____ _____

Use of Property: (Example: Single Family, Duplex, Apartments, Commercial, etc.)

Please describe the type of construction: (Example: 12X14 addition for a new bathroom extending west on the south side of a single family home.)

Dimensions of proposed construction excluding eaves: _____

Total square footage of proposed construction: _____

Height of proposed construction to the peak of the roof: _____

Overall Width of building: _____ Overall Width of lot: _____

Overall Length of building: _____ Overall Length of lot: _____

Number of Stories: _____

Square footage of all impervious surfaces: (Please show on site plan) (Examples: Asphalt/concrete driveways, sidewalks, patios) _____

Expected date to begin construction if known: _____

Attach a scale drawing of the proposed construction. Please be as detailed as possible, as this will be used to determine if a permit can be issued in accordance with the Zoning Ordinance. Corrections or additions may be required by the Zoning Administrator to determine compliance with the Zoning Ordinance.

Include all of the following:

- Lot or parcel dimensions.
- Existing building and dimensions, excluding eaves.
- Proposed building and dimension, excluding eaves.
- Front, side, and rear yard dimensions.
- Dimensions between existing and/or proposed buildings.
- Location and dimensions of all impervious surfaces including structures, sidewalks, driveways, patios, etc.
- Name of nearest road, easement, or dedicated right-of-way.
- Scale, North arrow.

AFFIDAVIT

I hereby certify that the proposed work is authorized by the property owner, and that I have been empowered by the owner to make this application as his/her selected agent. I agree the statements made in the above application are true, and if found not to be true, any zoning permit issued may be void. I also agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree that any permit that may be issued is issued with the understanding that the individual(s) or organization(s) named or represented on that permit will comply with all applicable sections of the Pleasantview Township Zoning Ordinance. Accordingly, I agree that any and all construction, installation, alteration, addition, or demolition described herein will be conducted and carried out in compliance with the Pleasantview Township Zoning Ordinance. I also agree to give permission for officials of Pleasantview Township, Emmet County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand that this is a zoning permit application (not a zoning permit) and that a zoning permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction, or other property rights.

Signed: _____

Date: _____

THIS SECTION FOR OFFICE USE ONLY

Zoning District: _____

Tax ID: _____ - _____ - _____ - _____ - _____

Receipt Number: _____

Date Inspected: _____

Permit Number: # _____

Approved:

Denied:

If variance was required: Project # _____

Lot Coverage Calculations:

Existing: _____

Proposed: _____

Total: _____

Lot Size: _____ Percentage: _____

Address of subject property: _____

Staff findings or notes: _____

Zoning Administrator Signature: _____

Date: _____

PLANNING ZONING FEE SCHEDULE

Description (Effective: June 21, 2021)	FEE US\$
Residential	
Permit - Single-family Residence Less Than 1600 sq ft and 1 Story	50.00
Permit - Single-family Residence Greater Than 1600 sq ft or 1 Story	75.00
Review - Site Plan	*Per Project
Permit - Multi-family Residence, First Unit	75.00
Multi-family Residence, Each Additional Unit	40.00
Review - Site Plan	*Per Project
Permit - Accessory Building	25.00
Permit - Residential Decks, Driveways, & Any Excavation	25.00
Permit - Fencing	0.00
Permit - Special Use - Non-commercial	50.00
Review - Site Plan	*Per Project
Uses Other Than Residential	
Permit - Non-Residential Commercial, Industrial, & Clubhouse Buildings	150.00
Review - Site Plan	*Per Project
Permit - Retail Business, Utility, Communication Towers, or Similar	500.00
Review - Site Plan	*Per Project
Permit - Special Land Use	150.00
Application - Special Use	150.00
Application / Request - Plan Unit Development	250.00
Review - Site Plan	*Per Project
Permit - Farming Activities (Livestock, Agriculture)	0.00
Review - Site Plan	*Per Project
Zoning Board Of Appeals	
Application / Review - Each Request	200.00
Special Meetings	
Planning Commission, Plus Applicable Fee(s) Listed	400.00
Zoning Board of Appeals, Plus Applicable Fee(s) Listed	200.00
Signage	
Application - Signage (*Per Project)	25.00
Permit - Free Standing Signage	25.00
Permit - Sign on Building	20.00
Land Divisions & Combinations	
Application - Three or Less Resulting Parcels	150.00
Inspection, Compliance, & Re-Zoning Application/Requests	
Compliance Re-inspection	*Per Project
Zoning Compliance Letter	*Per Project
Permit Addition - Construction before Zoning Permit - All Buildings	500.00
Permit Addition - Construction before Zoning Permit - Accessory Building	100.00
Permit Addition - Construction before Zoning Permit - Structure/Other	50.00
Permit - Fireworks	*Per Project
Application - Re-zoning & Any Other Request	250.00

Permit Fees are Identified in Bold Text

Review and Project Fees are Identified in Plain Text

Application, Review, and Project Fees are In Addition to Permit Fees

*Per Project = Costs and Expenses for Project Review(s) (e.g. consultant, printing, postage)