

**Garfield Township Kalkaska Co. Michigan  
Land Use Permit**

**P&P 10.3.01**

**Applicant Information**

Name(s) \_\_\_\_\_  
Current Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Property Owner Information (if different from applicant)**

Name(s) \_\_\_\_\_  
Current Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Property Information**

Parcel Address (if different from above) \_\_\_\_\_  
Parcel Number \_\_\_\_\_  
Currently Zoned as \_\_\_\_\_ Property Size L x W \_\_\_\_\_  
Total Acreage \_\_\_\_\_  
Legal Description \_\_\_\_\_

**What would you like to do? Please describe the proposed use/request** \_\_\_\_\_

Carefully read all the requirements in the "Legal Section" before signing this application. If you have any questions or concerns please contact the Zoning Administrator.

*By signing this application I understand that the granting of this permit does not release me from the requirements of obtaining other federal, state and county permits before commencing the project.*

I hereby attest that the information on this application is, to the best of my knowledge, true and accurate. I hereby grant permission for the members of the Garfield Township Board, Planning Commission, Zoning Board of Appeals, or Zoning Administrator to enter the above described property for the purposes of gathering information related to this application.

\*If other than property owner, applicant is required to obtain property owner's signature before permit is granted. Signature will be verified by Zoning Administrator.

Applicant Signature \_\_\_\_\_ \*Owner Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

*For office use only:*  
Date Received \_\_\_\_\_ Completion Date \_\_\_\_\_  
Fee Received \_\_\_\_\_ Approval Date \_\_\_\_\_  
Check Number \_\_\_\_\_ Denial Date \_\_\_\_\_

Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_



**SITE PLAN INSTRUCTIONS:**

A "Site Plan" is required for all requests. They are to be drawn in black ink. Please label everything neatly and include it with your completed application package at time of submission. In some cases a professional engineering site plan is required. Call the Z.A. if you have questions. Follow the step by step instructions below. If you have any questions, please feel free to call the Zoning Administrator. If you have a printer / copier, make a copy of your site plan for future reference.

*All "proposed" buildings/structures/dwellings and or additions need to be "staked" prior to measuring*

1. Determine which way to draw your property on the paper. Turn the paper sideways if your property is wider than it is longer.
2. Write your name and address at the top right hand corner of the page.
3. Draw and label your main road along the bottom of the page.
4. Draw all your property lines.
5. Label the Front, Rear, and Side Lot Lines.
6. Show length of property lines. (if known)
7. Show locations of and label all "EXISTING" and "PROPOSED" roads, private road, driveways, parking lots, rivers, streams, lakes, and manmade ponds if applicable.
8. Draw the location of all "EXISTING" structures, the types of buildings and their uses.
9. Label each one, "EXISTING"- House, Garage, Shed, Coop, Barn etc.(dimensions not necessary)
10. Draw, label, and highlight "PROPOSED" construction.
11. Show dimensions of "proposed" construction. L x W
12. Draw distance lines, including all measurements in "feet" from all boundary lines, streets/access routes, and any bodies of water to the nearest edge of the "PROPOSED" construction.
13. Draw in your sewage and waste disposal facilities, and water supply facilities existent and proposed for installation.
14. Draw a "North Arrow" off to the side. Circle a "N" an arrow should depict which way is North on your property

**LEGAL SECTION**

**OTHER INFORMATION AS MAY BE REQUIRED BY THE ZONING ORDINANCE:**

I/we affirm that they are the (specify; owner, lessee, or other type of interest) involved in the application; and that if this request is granted, I/we shall comply with all provisions of the Garfield Township Zoning Ordinance and that I/we am/are able from a legal, financial and physical basis to do so; and that the answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of my/our knowledge and belief.

**AFFIDAVIT and PERMISSION** for municipal, county and state officials to enter the property for inspections. I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to give permission for officials of the municipality, county and the state of Michigan to enter the property where this parcel division is proposed for purposes of inspection.

**By signing this application I understand that the granting of this permit does not release me from the requirements of obtaining other federal, state and county permits before commencing the project.**

I hereby attest that the information on this application is, to the best of my knowledge, true and accurate. I hereby grant permission for the members of the Garfield Township Board, Planning Commission, Zoning Board of Appeals, or Zoning Administrator to enter the above described property for the purposes of gathering information related to this application.

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Land Use Permit  
ATTACHMENTS LIST

- A Copy of your Site Plan
- A Copy of the Property Deed (Required for property splits/divisions/line adjustments/rezoning)
- A Copy of your paid Property Taxes (for a copy contact Township Treasurer)
- Recordable Property Survey (not required for all applications. Contact Z.A. for details.)
- Soil Erosion Permit (if applicable)
- A Copy of Natural Rivers Permit (if applicable)
- Applicable Permit Fees payable by check or money order at time you submit your application. See Fee Schedule below .Do not send cash thru the mail.

Contacting the Zoning Administrator:

*If you live within the Township contact the Zoning Administrator for an application.*

*Note: It is your responsibility to have access gates unlocked so the Zoning Administrator can enter the property.*

Mail your Application to:  
Garfield Township Hall  
c/o Zoning Administrator  
466 W. Sharon Road S.E.  
Fife Lake, MI. 49633

For further permits or information on completing your project please contact:

[www.kalkaskacounty.net](http://www.kalkaskacounty.net)

Kalkaska County Planning & Zoning Offices Phone: (231) 258-3367

890 Island Lake Rd. Kalkaska, MI 49646

Kalkaska County Road Commission Phone: (231) 258-2242

1049 Island Lake Rd NW, Kalkaska, MI 49646

Public Health Department District #10 Kalkaska County Phone: (231) 258-8669

625 Courthouse Dr. Kalkaska, MI 49646

DNR -Fisheries Division – Natural River Administration Phone: (989) 732-3541 ext. 5088

1732 West M-32 Gaylord, MI 49735

**ZONING AND PLANNING FEE SCHEDULE 2016**

Land Use Permit	\$ 30.00
Special Meeting	\$550.00
Zoning Board of Appeals	\$250.00
Re-Zoning Petition/excluding Township	\$250.00
Special Use Permit	\$250.00
Tower Request	\$500.00
Property Line Adjustment	\$ 50.00
Initial Land Division Application Fee (2 parcels)	\$250.00
Each Additional Parcel	\$ 75.00
Zoning Ordinance Book – printed	\$ 20.00
Violations (see Sec. 18-3 Zoning Ordinance)	*****
Land Combination	\$30.00

**\*\*These fees are subject to change without notice\*\***

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