

GARFIELD TOWNSHIP

KALKASKA COUNTY
FIFE LAKE, MICHIGAN
49633

Land Use Permit

December 18, 2018

Hello and thank you for contacting me.

As the Zoning Administrator (Z. A.) it is my job to help you through the zoning process. I would like to make sure that your request is handled as quickly as possible.

Attached you will find an Information Application Package that you need in order to get the process started.

Please complete the application as much as possible. If you have all the necessary information, that's great. If not, I will be happy to help you complete the application request.

Secondly, you will need to draw a basic site plan. A site plan shows boundary lines, existing and proposed buildings, etc. A basic drawing from you with as much detail as possible, or the contractor's site plan will do. Attached are the requirements for your site plan and some examples for a basic site plan that you can draw.

Simply follow the step by step instructions drawing out the site plan on a separate blank sheet of paper. Some information you may not know. Do the best you can. If you have all the information it makes the process all that much quicker.

Once I've received your completed application with the site plan, any required documents, and the applicable fee, I will make an appointment to visit your property. I can help you fill in and verify any required measurements and try to answer any questions you may have regarding the zoning process.

I'm looking forward to working together with you on your project.

Sincerely,

Ken Nason

231-715-2138 Calls Monday-Friday 10a-7p E-mail: zoningadmin@garfieldtwsp.com
I will also be available on Tuesdays at the Township hall from 8:00am to 12:00pm

