



APPLICATION – ZONING COMPLIANCE

Planning Department • 1401 W. Herbison Road • DeWitt, MI 48820
Phone: 517/669-6576 • Fax: 517/669-6496

PLANNING DEPARTMENT USE ONLY

Final Action:

- Approved
- Approved w/conditions (see attached)
- Denied
- Need more information (see attached)

Application Received: _____

Case #: _____

Tax ID: _____

Fee: _____

Reviewer: _____ Date: _____ Receipt #: _____

I. APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone Number _____ Facsimile Number _____

Interest in Property (owner, tenant, option, etc.) _____

Contact Person _____ Telephone Number _____

Note: If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner

II. PROPERTY INFORMATION

Owner _____ Telephone Number _____

Property Address _____

Zoning District: _____

III. REQUEST DESCRIPTION (Attach additional sheets, if necessary)

State the Use(s) Being Applied For _____

Total No. of Employees: _____ Shifts: _____ No. of Employees in Peak Shift: _____

Total Size of the Building: _____ square feet

For buildings with multiple uses (such as office and retail), indicate the amount of area to be devoted to each use (attach a sketch):

Use #1: _____ Area: _____ square feet

Use #2: _____ Area: _____ square feet

Use #3: _____ Area: _____ square feet

APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to Township officials for the purpose of inspecting the premises and uses thereon to verify compliance with the Township Zoning Ordinance and all other applicable Township ordinances.

Signature _____ Date _____

IV. APPLICATION MATERIALS

The following is a checklist of items that must be submitted with applications for Zoning Compliance. Section 3.3 of the Zoning Ordinance includes a complete list of the items that must be submitted. Incomplete applications will not be processed.

- Completed application form
- A site plan, plot plan, or survey drawn to a readable scale that includes ALL of the following:
 - Lot dimensions
 - Existing and proposed structures, with sizes and distance from property lines indicated
 - Paved surfaces and parking spaces
 - Location of any easements on the property
 - Utility connections for sewer, water, gas, and electric (overhead and underground)
- Fee: \$25.00
- Any other information deemed necessary