



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodtownship.net

LAND USE PERMIT APPLICATION

Applications will not be accepted unless containing the following information:

- 1) Completed application form with owner's signature
- 2) Scaled Site Plan with all dimensions
- 3) Blue Prints and Elevation Drawings (except decks)
- 4) Proof of Ownership (if recent change or not on file at Township)
- 5) Appropriate Permits:

Hard copies are required. Please submit to-scale, full-sized drawings.

If building within 500ft of a water body, within 100 ft of a regulated wetland, earth change or disturbing one acre or more in size, developing a driveway with a slope of 10% or greater, any commercial use regardless of size/location/slope:

-Soil Erosion Permit- Leelanau Conservation District (231) 256-9783

New Construction, change of use, or addition of bedrooms:

-Health Department Permit- (231)256-0200

If in Water or Sewer District- Grand Traverse County DPW- (231)995-6039

If a driveway does not currently exist:

-Road Commission Permit (231)271-3993

If on State Highway- MDOT (231)941-1986

If at water's edge or in wetlands:

-EGLE- 231-383-5952

If no address, obtain address,

-Leelanau County Planning (231)256-9812

After obtaining land use permit, building permit are issued at Leelanau County Construction Code at 8527 E. Government Ctr. Dr., Suite 109, Suttons Bay, MI 49682 (231)256-9806.

Fees

As adopted by Resolution 2022-03 on 4/11/22, effective 4/22/22

Fees:	Minimum Fee Amount	Base Rate
New Residential Structures	\$100	.04/sq foot
Accessory Residential/Agricultural Structures	\$50	.03/sq foot
Commercial/Industrial Structures	\$250 for 1 st 1000 sq. feet + \$25 per additional 1000 sq. feet	
Change of Use	\$150 for 1 st 1000 sq. feet + \$25 per additional 1000 sq. feet	
Temporary Permits Carnival, Circus, Fair, or Similar Use Other Township Approved Temporary Uses	\$100	
Bed & Breakfast/Bed & Breakfast Inn	\$500	
After the Fact Permit	Double Fee	`Double Fee
All Signs	\$50 per sign/sign structure	
Parking Lots	\$20	.02/sq foot

Charter Township of Elmwood
LAND USE PERMIT APPLICATION

Property Information:

Property Address: _____
Parcel Number: 45-004-_____ - _____ - _____ Zoning District: _____

Applicant

Name

Street Address

City State Zip

Phone Number

Email Address

Owner (if different)

Name

Street Address

City State Zip

Phone Number

Email Address

Contractor

Name

Street Address

City State Zip

Company Name

Phone Number

Email Address

Contact Person (All communications from the Township will be sent to this individual regarding the submitted application)

_____ Applicant _____ Owner _____ Contractor

PROPOSED STRUCTURE INFORMATION

Type: Residential Commercial Sign Home Occupation Other

Continued on next page

Structure Type	Building Size	Total Square Feet	Height	Stories
Check all that apply	Overall			
	Dimensions			
___ Single Family Dwelling	___ x ___	_____ sq ft	___ ft	___
___ Duplex	___ x ___	_____ sq ft	___ ft	___
___ Garage/Accessory	___ x ___	_____ sq ft	___ ft	___
Building				
___ Deck	___ x ___	_____ sq ft	___ ft	___
___ Porch	___ x ___	_____ sq ft	___ ft	___
___ Ag Building	___ x ___	_____ sq ft	___ ft	___
___ Commercial	___ x ___	_____ sq ft	___ ft	___
___ Home Occupation	___ x ___	_____ sq ft	___ ft	___
___ Sign	___ x ___	_____ sq ft	___ ft	___
___ Other:	___ x ___	_____ sq ft	___ ft	___

Foundation Circle all that apply

Slab Crawl Piers Full

If Full Basement, circle all that apply Finished Unfinished Rough Walkout

Setbacks:

Number of new Bedrooms: _____

Proposed

Required

Number of new Bathrooms: _____

Front: _____ Front: _____

Rear: _____ Rear: _____

Left: _____ Left: _____

Right: _____ Right: _____

Brief description of project / Remarks: _____

Affidavit:

The granting of a land use permit does not insure that the proposed structure has access for fire suppression and emergency vehicles. Any driveway, or combination of access roads and driveways, must be constructed in a manner to provide access, and the same is the responsibility of the property owner. Further, the owner shall maintain any such access free of snow, ice, and other obstructions. It is agreed that all such work will conform with the Township Zoning Ordinance and all other ordinances of the Charter Township of Elmwood and that said Township shall not be liable for any damages resulting therefrom. It is further agreed that all work will comply with the State Health Department, Building Code, and all other necessary codes. Land Use Permit Valid for six months from the date of issuance. I have read and acknowledge the information on this application and that the information supplied is accurate and true.

Owner Signature Date

Applicant Signature Date

OFFICE USE ONLY:

Permit Number: _____

Date Permit Issued: _____

Issued By: _____

Fee: _____ Paid: _____

Site Plan Requirements:

a. Residential Land Uses

- Parcel drawing, a survey may be required if the Zoning Administrator deems necessary
- Dimensions of buildings
- Well and sewage disposal system locations
- Measurements of required front, rear, side, and water setbacks; lot width
- Easements
- Rights-of-way
- Power lines or other limitations to construction or use
- Location of existing and proposed structures
- Number of families to be located on the property
- Ingress and egress and off street parking location

b. Commercial Land Uses

In addition to above:

- Type of commercial or industrial use
- Area map showing adjacent properties and uses
- Number of employees on each shift
- Noise pollution fact
- Location of trash receptacles
- Parking arrangements
- Location and size of existing/proposed signs
- Location and description of existing and proposed buffer areas, landscaping, lighting, berms, fences or walls on the parcel