

## **Land Use Permits**

A **Land Use** permit is the first step in the building permit process. The application will determine whether you can build on the property, whether the property is within the appropriate zoning for your building, and whether your dimensions fit within zoning regulations.

**NO CONSTRUCTION OR EXCAVATION CAN BEGIN**  
**UNTIL A LAND USE PERMIT IS APPROVED.**

All Clark Township inspectors and Board Members must have access to any property requiring a land use permit. Owners must provide on the permit directions to the property and descriptions of the property to be examined.

The application must be signed and dated on the Site Plan grid page and on the Site Plan Detail Requirements page.

All boat houses must have an approved Special Land Use Permit by the Planning Commission. A request for a Special Land Use Permit requires a public notice to be published in the newspaper at least 15 days prior to the Planning Commission meeting. The Planning Commission meets on the second Tuesday of every month.

The following pages are the complete Land Use Application.

The Application for Land Use Permit requires four (4) copies. Three are distributed to Township administrative offices. One will be for the property owner when signed by the Zoning Officer.

**APPLICATION FOR LAND USE PERMIT  
IN COMPLIANCE WITH CLARK TOWNSHIP  
ZONING ORDINANCE**

PERMIT NO. \_\_\_\_\_

MILEAGE \_\_\_\_\_

**\$20.00 FEE**

**PROPERTY INFORMATION**

1. Owner's name (print) \_\_\_\_\_

Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Billing Address \_\_\_\_\_

Email Address \_\_\_\_\_

2. Street address of lot(s) \_\_\_\_\_

3. **MANDATORY** Parcel number \_\_\_\_\_ 4. Zone district \_\_\_\_\_

**PROJECT INFORMATION**

1. Intended use of completed project \_\_\_\_\_

2. Dimensions and square footage \_\_\_\_\_

3. Exterior construction \_\_\_\_\_ 4. Basement? \_\_\_\_\_

5. Height (Grade to Top of Building) \_\_\_\_\_ ft. and \_\_\_\_\_ Stories. 6. Estimated costs \$ \_\_\_\_\_

7. Off street parking: number of parking spaces \_\_\_\_\_ and loading spaces \_\_\_\_\_

8. Area signs, cornices or marquees included in project? Yes No \_\_\_\_\_ show location.

9. Residential: number of dwelling units in proposed structure: \_\_\_\_\_

10. Number of rooms \_\_\_\_\_ and number of bathrooms \_\_\_\_\_

11. Contractor to be used: Name \_\_\_\_\_

Address \_\_\_\_\_

12. Construction to begin \_\_\_\_\_ Expected completion date \_\_\_\_\_

**(SITE PLAN CONTINUED ON PAGE 2)**

**FOR OFFICE USE ONLY**

This application is hereby \_\_\_\_\_ approved \_\_\_\_\_ denied. \_\_\_\_\_ date approved.

Fee of \$ \_\_\_\_\_ received. Mileage (round trip) \_\_\_\_\_

Appeal filed (\$ \_\_\_\_\_ fee).

Zoning Inspector  
P.O. Box 367  
Cedarville, MI 49719

\_\_\_\_\_  
Zoning Enforcement Officer

# LMAS Requirements

---

Before any building or land use permit can be issued, **LMAS** (Luce-Mackinac-Alger-Schoolcraft Health Department) must be contacted.

Telephone number is **(906) 643-1100**

## **LMAS must be notified if:**

The project is within 500 feet of a lake, river, stream, lowlands and marshy areas, or any body of water.

The construction/excavation is more than 500 feet from water but will disturb one acre or more of soils.

For any well and/or septic permits.

## **Additionally:**

If less than 225 square feet of soil will be disturbed or excavated during construction, LMAS must still be notified if the project is within 500 feet of any water.

**CLARK TOWNSHIP SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION  
FOR SEWER HOOK-UP IN COMPLIANCE WITH  
CLARK TOWNSHIP SEWER ORDINANCE**

**FILL OUT FORM COMPLETELY AND SUBMIT TO THE TREASURER'S OFFICE WITH THE APPROPRIATE FEE**

I am the owner of property located on \_\_\_\_\_ Street.  
Property number: 003-\_\_\_\_\_

I request a permit to make a sewer connection to the sewer line located on \_\_\_\_\_ Street,  
to be approximately \_\_\_\_\_ feet from the  
\_\_\_\_ North \_\_\_\_ South \_\_\_\_ East \_\_\_\_ West side of building (check one), or

to be approximately \_\_\_\_\_ feet \_\_\_\_\_ North from the North property line  
\_\_\_\_\_ South from the South property line  
\_\_\_\_\_ East from the East property line  
\_\_\_\_\_ West from the West property line

I will notify the sewer manager when work is about to commence and will adhere to the standards adopted by the Township.

\_\_\_\_\_  
Date Signature of Property Owner

**SKETCH LOT, HIGHWAY AND POINT OF CONNECTION**

**FOR OFFICE USE ONLY**

This application is hereby \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Date Sewer Inspector

Received hook-up fee: \$ \_\_\_\_\_  
Date Township Clerk

Progress: Start \_\_\_\_\_ Finish \_\_\_\_\_

**FEE SCHEDULE**

Permit fee: **\$10.00**

Total for hook-up and labor is: **\$4,250.00** for non-gravity feed (SUBJECT TO CHANGE)

Total for hook-up of gravity feed is: **\$1,000.00** (SUBJECT TO CHANGE)

**FEES SHALL BE PAID IN ADVANCE OF ANY WORK**

**The following Site Plan Detail Requirements  
MUST BE COMPLETED IN THEIR ENTIRETY  
before any permits can be reviewed or issued.**

In most cases, the basic site plan will be sufficient; however, the Zoning Administer may request additional information which may be needed on the Medium or Detailed Site Plan.

I attest the Site Plan Requirements have been met.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**14.6 SITE PLAN DETAIL REQUIREMENTS**

The following information shall be provided with full or partial site plans, as indicated. All site plans shall be drawn at a scale of 1" = 100' or less.

Required Site Plan Element	Basic Site Plan	Medium Site Plan	Detailed Site Plan
<b>A. BASIC INFORMATION</b>			
1. Applicant's name, address, telephone number, and signature	•	•	•
2. Property owner's name, address, telephone number, and signature	•	•	•
3. Proof of property ownership and any deed restrictions	•	•	•
4. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent.	•	•	•
5. The address or parcel number of the property, property lines, location and size	•		
6. The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, monument locations, gross and net acreage and frontage.		•	•
7. A vicinity map showing the area and road network surrounding the property.		•	•
8. Name, address, and phone number of the preparer of the site plan.	•	•	•
9. Project title or name of the proposed development.	•	•	•
10. Statement of proposed use of land, project completion schedule, and any proposed development phasing.	•	•	•
11. Land uses and zoning classification on the subject parcel and adjoining parcels.			•
12. Seal of the registered engineer, architect, or surveyor as well as their name, address and telephone number.	•	•	•

Required Site Plan Element	Basic Site Plan	Medium Site Plan	Detailed Site Plan
<b>B. SITE PLAN INFORMATION</b>			
1. North arrow, scale, and date of original submittal and last revision.	●	●	●
2. An elevation certificate may be required when constriction is proposed near a floodplain.	●	●	●
3. Boundary dimensions of natural features.		●	●
4. Proposed alterations to topography and other natural features.		●	●
5. Existing topographic elevations at two (2) foot intervals, except shown at five (5) foot intervals where slopes exceed 18%	*	*	*
6. The location and type of existing soils on the site and any certifications of borings.	*	*	*
7. Soil erosion and sediment control measures as required by the Luce-Mackinac-Alger-Schoolcraft Health Department, or subsequent agency having jurisdiction	●	●	●
8. The location, height, and square footage of existing and proposed main and accessory buildings, and other existing structures.	●	●	●
9. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities.	●	●	●
10. Proposed finish floor and grade line elevations of any structures. Also required for all habitable construction within the floodplain on Basic and Medium site plans.	*	*	*
11. Residential density schedule showing number of dwellings or housing units per acre, unit type(s), and number of each unit type.			●
12. Existing and proposed driveways, including parking areas	●	●	●
13. Neighboring driveways and other vehicular circulation features adjacent to the site.		●	●
14. Location, size and number of parking spaces in the on-site parking areas.		●	●
15. Identification and dimensions of service lanes and service parking, snow storage areas, loading and unloading, and docks.		●	●

Required Site Plan Element	Basic Site Plan	Medium Site Plan	Detailed Site Plan
<b>B. SITE PLAN INFORMATION</b>			
16. Proposed roads, access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site.			●
17. Location of and dimensions of curb cuts, acceleration, deceleration and passing lanes.		●	●
18. Location of neighboring structures that are close to the parcel line or pertinent to the proposal.		●	●
19. Location of water well and on-site sewage disposal systems.	●	●	●
20. Location, specifications and access to a water supply in the event of a fire emergency.		*	●
21. Location of water supply lines and/or wells, and the location and design of storm sewers, retention or detention ponds, waste water lines, clean out locations, connection points and treatment systems, including septic systems if applicable.		●	●
22. Location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam		●	●
23. Location, size, and specifications of all signs, advertising features, including cross sections		●	●
24. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.		●	●
25. Proposed location of any open spaces, landscaping, and buffering features such as buffer areas, vegetation belts, fences, walls, trash receptacle screening, and other screening features with cross sections shown.		●	●
26. The proposed sizes of landscape materials not previously existing. All vegetation to be retained on site must also be indicated, as well as typical size by general location or range of sizes as appropriate.			●
27. Statements regarding the project impact on existing infrastructure (including traffic capacity, schools, existing utilities, and to the natural environment on and adjacent to the site).			●
28. Changes or modifications required for any applicable regulatory agencies' approvals.			●

**\* NOTE:** More or less information may be required if determined by the Review Authority.

**SITE PLAN:** Make a scale drawing below in ink showing actual lines, angles and dimensions of all lots to be built upon and used, and the exact size and location on the lot of all existing and proposed buildings, signs, and other structures, uses, parking areas, streets and driveways, together with specifications. (For minor alterations, the Building Inspector may waive portions of these requirements not necessary to determine compliance of the proposed project with applicable ordinances and regulations.)

A large grid for drawing a site plan, consisting of 20 columns and 20 rows of squares.

**NOTICE TO APPLICANT**

The structure of this Land Use Permit constitutes approval by Clark Township for the applicant to undertake construction of the **subject structure only**. Applicant remains obligated to fully comply with all applicable Federal, State, and Local laws and regulations (DNR, Army Corps of Engineers) pertaining to all aspects of applicant's development of and upon the subject property.

The undersigned hereby agrees to abide by all Zoning, Building, and other Township ordinances and regulations, and to comply with all grade, drainage, and other requirements requested by the Zoning Enforcement Officer.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**\*\*\* Please provide three copies to the Building Inspector**