



# LAND USE PERMIT APPLICATION

## INSTRUCTIONS

### FOR RESIDENTIAL PROJECTS

Please return the completed application to:

**ZONING ADMINISTRATOR**

**2505 Filer City Road | Manistee, Michigan 49660**

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### Payment Schedule

#### FEES

**Applications will NOT be processed or reviewed until the appropriate fee is received**

#### RESIDENTIAL (footprint)

0-199 square feet ..... \$40.00  
200-999 square feet ..... \$50.00  
1000-1999 square feet ..... \$60.00  
2000 square feet + ..... \$70.00

#### COMMERCIAL

\$1.00 per thousand of estimated cost up to \$500,000  
Minimum fee \$50.00 | Maximum fee \$500.00

#### INDUSTRIAL

\$1.00 per thousand of estimated cost up to \$750,000  
Minimum fee \$50.00 | Maximum fee \$750.00

***Other application and / or escrow fees may apply***

# CHARTER TOWNSHIP OF FILER

2505 Filer City Road | Manistee, Michigan 49660

Phone: 231-723-3138 x 6

Fax: 231-723-3191 Attn: **ZONING**

[filerzoning@filertwpmi.gov](mailto:filerzoning@filertwpmi.gov)

## APPLICATION FOR RESIDENTIAL LAND USE PERMIT [page 1 of 2]

[WARNING: THIS FORM IS NOT A LAND USE PERMIT]

Property Owner: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Last Name

First Name

Owner Address: \_\_\_\_\_

Street # or P.O. Box

City

State

Zip

Project Address: \_\_\_\_\_

Street #

City

State

Zip

Owner Email: \_\_\_\_\_

PARCEL ID # 51-06- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Are property lines and building site staked? **YES** **NO**

Owner Email: \_\_\_\_\_

[circle one]

### IF USING A CONTRACTOR PLEASE COMPLETE THIS SECTION

Contractor Information: \_\_\_\_\_ / \_\_\_\_\_

[Company Name]

[Individual Name]

Contractor Address: \_\_\_\_\_

Street # or P.O. Box

City

State

Zip

Contractor Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Contractor Email: \_\_\_\_\_

**SITE PLAN:** All applications must be accompanied by a (legible) **site plan drawn to scale** on a separate sheet of paper that demonstrates the lot size, location and size of all improvements (existing **and** proposed) with setbacks from the property lines showing roadways and any known easements and in accordance with all other site plan requirements of the [Charter Township of Filer Zoning Ordinance](#). **The Zoning Administrator may require that a registered survey accompany this application in order to ensure compliance with any provision of the Charter Township of Filer Zoning Ordinance.** (see top of next page for checklist to assist with site plan)

### PROJECT DESCRIPTION (check all that apply)

\_\_\_\_ Residential / Dwelling

\_\_\_\_ New Comm. Construction

\_\_\_\_ Deck

\_\_\_\_ Residential Addition

\_\_\_\_ Comm. Addition

\_\_\_\_ Change of Use

\_\_\_\_ Residential Accessory Bldg.

\_\_\_\_ Comm. Accessory Bldg.

\_\_\_\_ Other

If 'other', please describe: \_\_\_\_\_

Please describe (**in detail**) the proposed 'use' of the building, structure and/or land as applicable: **[do not leave blank]**

Will this building and / or use be devoted 100% for Agricultural purposes?  YES  No

Parcel # 51 - 06 - \_\_\_\_\_

office use only

APPLICATION FOR LAND USE PERMIT [PAGE 2 OF 2]

Minimum Requirements for a Site Plan [Residential / Residential Accessory Use]

- Show length of all parcel lines
- Show all known easements, existing and / or proposed driveway
- Show sizes of all existing and proposed structures (*this includes length, width, and height*)
- Show setbacks to all existing and proposed structures from the property lines
- Show distances from all existing and proposed structures to all bodies of water (lake, river or stream)
- Show elevations (height) of all 'proposed' buildings / structures as appropriate to demonstrate compliance with maximum height requirements

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**AFFIDAVIT:** I agree the statements and representations made herein and attached to this application are true and if found not to be true, any zoning (Land Use) permit that may be issued may be void. Further, I agree to comply with any conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Charter Township of Filer Zoning Ordinance will be complied with. Further, I agree to notify the Zoning Administrator for the Charter Township of Filer for inspection before the start of construction and when locations of proposed uses are marked on the ground, if applicable. **Further, I agree to give permission for officials of the Charter Township of Filer, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection.** Finally, I understand this is a [Land Use Permit] application, (not a permit), and that a Land Use Permit, if issued, conveys only land use rights and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Check this box if you are an agent of the owner and attach an agency authorization letter, signed by the owner of the property, that includes the agents complete contact information.

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**Do Not Write Below This Line (office use only)**

Land Use (zoning) District: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Use Permitted:  YES  NO Setbacks Met:  YES  NO

Assigned Land Use Permit # \_\_\_\_\_

Date Application Received: \_\_\_/\_\_\_/\_\_\_\_\_

Fee: \$ \_\_\_\_\_

How Paid: Cash Check # \_\_\_\_\_

Receipt # \_\_\_\_\_

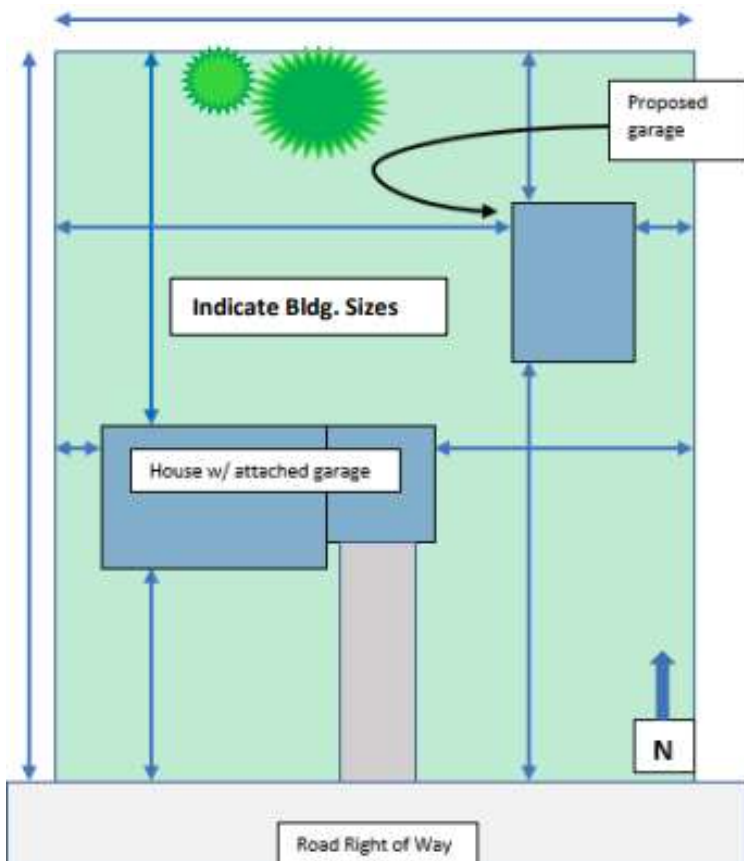
**Plot Plan Instructions for residential projects** – more information may be required at the discretion of the Zoning Administrator if needed to determine zoning ordinance compliance.

**USER CHECKLIST**

(Draw **YOUR** Plot Plan on the back of this page or a separate piece of paper using the checklist below)

- \_\_\_\_\_ Show a NORTH pointing arrow
- \_\_\_\_\_ Show the road / street location(s)
- \_\_\_\_\_ Show all parcel boundaries with dimensions
- \_\_\_\_\_ Show all bodies of water (river, lake, stream, drain, etc.)
- \_\_\_\_\_ Show all known easements (ingress / egress / utilities)
- \_\_\_\_\_ Show all existing improvements on the property including physical dimensions and setbacks from all property lines (house, outbuildings, well, septic, etc.)
- \_\_\_\_\_ Show all proposed improvements on the property including length and width, and setbacks from all property lines, (**include additional drawings showing elevations (height) of proposed structures** including house, outbuildings, etc.)
- \_\_\_\_\_ Show any **woodlots**, wetlands, or extreme topographical changes (low / wet areas, steep slopes, sand, etc.)

**SAMPLE RESIDENTIAL PLOT PLAN - (PLEASE DRAW LENGTH AND WIDTH ON ALL BUILDINGS!)**



Use the instructions above with the 'Sample Residential Plot Plan' (located to the left) to create a drawing of **YOUR** property (on the graph paper on the back of this page) that shows all of the information required.

Use the instructions above as a check-list to ensure that you have provided all of the information required. **An incomplete plot plan may cause a delay in processing your Land Use (zoning) Permit.**

