|  |  |
| --- | --- |
| OFFICE CODE |  |

 **HOLTON TOWNSHIP**

 **REQUEST FOR ORDINANCE COMPLIANCE**

 **$35.00 Fee** (allow up to 10 days for processing request)

|  |  |
| --- | --- |
| Owner’s Name  | Owner’s Mailing Address |
| Phone #1 | Phone #2 | e-mail |
| Site Address | Parcel #: | Zone: R1-R2-R3-R4-A1-C1-C2-FOR |

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| **REASON FOR APPLICATION** |
| Build a dwelling: Length \_\_\_\_\_ Width \_\_\_\_\_ | Demolition: |
| Addition: Length \_\_\_\_\_ Width \_\_\_\_\_ | Conduct a business: |
| Accessory Building: Length \_\_\_\_\_ Width \_\_\_\_\_ | Special Use: |
| Renovation/Alteration: | Land Division: |
| Other: |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
| Are permits required for project? Building – Y/N or Mechanical – Y/N or Electrical – Y/N or Plumbing – Y/N |
| Site details of project: Acreage \_\_\_\_\_\_\_ Lot Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ |
| Property abuts to what road? |
| Does property contain or abut to? Wetland – Y/N or Lake – Y/N or Stream – Y/N or Drain – Y/N |
| Start Date: |

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| **DESCRIPTION OF PROJECT:** |
|  |
|  |
| Please use a separate piece of paper if more space is required for your description. |

***Note:* If erecting a building/dwelling, a map diagram must be included (scale not mandatory, but measurements are) showing distances between buildings (existing and planned), and side, back and front lot lines. Show driveways, wet lands, streams, lakes, woods, easements, well head, and septic drain field. Show length and width dimensions of parcel and label with N, S, E, W. Also, an approved copy of the well and septic permits must be included. A driveway permit is needed if no dwelling exists. Depending on location of property, DNR and Soil Erosion Control permits may be needed.**

I/We attest that the above information is true and accurate to the best of my/our knowledge. We agree to comply with all ordinances and regulations of Holton Township and other governmental units involved.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner(s) Signature Printed Name Date

**\*APPLICANT: AFTER APPLICATION IS REVIEWED, PLEASE SEE 2ND PAGE FOR FURTHER INSTRUCTIONS, IF APPLICABLE)**

(If your request is denied, you have sixty days in which to appeal the decision.)

|  |
| --- |
| PAID |
| Chk. # |  |
| Amt. |  |
| Date |  |

Office Use:

Project is: Approved\_\_\_\_ Denied\_\_\_\_ and/or Referred To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zoning Administrator’s Signature Date

 Copies to: Office \_\_\_ Bldg. Insp. \_\_\_ Plan. Comm. \_\_\_ Assessor \_\_\_ Other \_\_\_ (Over) Page 1

SUPPLEMENTAL INFORMATION

1. Holton Township Zoning Administrator: Todd Conzemius: toddconzemius@gmail.com or 231-286-3820
2. Driveway Permit

For driveway approach permits, apply in person at the Muskegon County Road Commission: 7700 E. Apple Avenue, Muskegon, MI 49442 or phone (231) 788-2381

1. Septic and Well Permits

Apply at the Environmental Health Department: 209 E. Apple Avenue, Muskegon, MI 49442 or phone (231) 724-6208

1. Soil Erosion Control Determination

This step is necessary if proposed construction is within 500 feet of a lake, stream, or other body of water feeding the same; or if construction will require more than one acre of land. Call the Muskegon County Department of Public Works at (231) 724-6411

1. Holton Township Inspectors
2. Building Inspector: Tom Marotta, (231) 206-1591
3. Electrical Inspector: Jeff Johnson, (231) 329-4465
4. Mechanical Inspector: Jim Hoppus, (231) 780-7414
5. Plumbing Inspector: Jim Hoppus, (231) 780-7414

**SPACE FOR FURTHER INSTRUCTIONS FROM ZONING ADMINISTRATOR, IF APPLICABLE:**

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