

# REQUEST FOR ORDINANCE COMPLIANCE

**\$35.00 Fee** (Valid for 180 days)

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

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:

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 2<sup>ND</sup> PAGE FOR FURTHER INSTRUCTIONS, IF APPLICABLE**

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

Office Use:

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

Zoning Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

PAID	
Chk. #	
Amt.	
Date	

Copies to: Office \_\_\_\_\_ Bldg. Insp. \_\_\_\_\_ Plan. Comm. \_\_\_\_\_ Assessor \_\_\_\_\_ Other \_\_\_\_\_

## SUPPLEMENTAL INFORMATION

1. Holton Township Zoning Administrator: Todd Conzemius: [toddconzemius@gmail.com](mailto: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
3. Septic and Well Permits  
Apply at the Environmental Health Department: 209 E. Apple Avenue, Muskegon, MI 49442 or phone (231) 724-6208
4. 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
5. Holton Township Inspectors
  - a. Building Inspector: Tom Marotta, (231) 206-1591
  - b. Electrical Inspector: Jeff Johnson, (231) 329-4465
  - c. Mechanical Inspector: Jim Hoppus, (231) 780-7414
  - d. Plumbing Inspector: Jim Hoppus, (231) 780-7414

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