

**VILLAGE OF NORTHPORT ZONING BOARD OF APPEALS  
APPLICATION FOR A VARIANCE, APPEAL OR  
INTERPRETATION**

**VILLAGE OF NORTHPORT OFFICE OF PLANNING & ZONING**

P.O. Box 336, 116 W. Nagonaba St, Northport, Michigan, 49670

Phone (231)386-5182 ext. \_\_\_\_

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Date: \_\_\_\_\_ Parcel I.D Number : 042- \_\_\_\_\_ Fee: \$300

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Property Owner or Agent's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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This is an application for (circle all that apply)

Variance

Appeal

Interpretation

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**Section 1. Application for a Variance-** The following information must be included or the application will be determined incomplete and returned to you.

- A. Survey or site diagram, drawn to scale including the following information:
  - 1. Dimension of parcel
  - 2. Location of all existing and proposed structures, including dimensions and setbacks of existing structures to property lines or rights-of-way (including decks, porches, overhangs).
  - 3. Location of sewer and water lines.
  - 4. Location of all existing and proposed driveways and/or easements.
  - 5. North directional arrow.
  - 6. Attach a legal description of the property involved.
- B. Property lines and proposed structure must be flagged at the site.
- C. Provide copies of other regulatory agency permits, if applicable.
- D. A written explanation of the request.

**Section 2. Application for an Appeal or Interpretation-**A written explanation of the reason for the appeal of an administrative action or interpretation of the Zoning Ordinance.

Application is hereby made for a request before the Village of Northport Zoning Board of Appeals. I certify that I am familiar with the information contained in the application, and that to the best of my knowledge and belief such information is true and accurate. I certify that I have the authority to request the proposed action. All applications must be signed by the property owner unless an agent is

representing the property owner, in which case a letter signed by the property owner authorizing the agent's actions must be provided with the application. By signing this application, I understand to allow representatives of the Village of Northport to enter upon said property in order to inspect the proposed request. Application must be signed by property owner and his/her designated agent to be valid. If applicant is agent, a letter from the property owner designating such agent shall also be required.

**Property Owner**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please make checks payable to Village of Northport

# VILLAGE OF NORTHPORT

## LAND USE PERMIT

structure    addition    accessory bldg.    fence/wall    sign    other

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DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_ Applicant: \_\_\_\_\_

PARCEL #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

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CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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CONSTRUCTION DESCRIPTION : \_\_\_\_\_

STRUCTURE WIDTH: \_\_\_\_\_ STRUCTURE LENGTH: \_\_\_\_\_ Structure Height: \_\_\_\_\_

TOTAL SQUARE FEET AREA: \_\_\_\_\_ SEWER & WATER: \_\_\_\_\_

MATERIAL & FOUNDATION: \_\_\_\_\_

BATHS \_\_\_\_\_ BEDROOMS \_\_\_\_\_ TOTAL ROOMS: \_\_\_\_\_ STORIES: \_\_\_\_\_

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**"SITE DIAGRAM ATTACHED" That includes Overview and Profile of Proposed Structure**

REMARKS: \_\_\_\_\_

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ZONING DISTRICT: \_\_\_\_\_

REQUIRED SETBACKS: \_\_\_\_\_

PROPOSED SETBACKS \_\_\_\_\_

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APPLICANT SIGNATURE \_\_\_\_\_

APPROVED BY ZONING ADMINISTRATOR \_\_\_\_\_

PERMIT FEE: \$40 \_\_\_\_\_ DATE PAID \_\_\_\_\_

Please make checks payable to Village of Northport

# DRIVEWAY CONSTRUCTION PERMIT APPLICATION

VILLAGE OF NORTHPORT

116 WEST NAGONABA STREET, P.O. BOX 336, NORTHPORT, MI. 49670

## I. Project Information

Please Print or Type

### A. Location (Required)

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

### B. Driveway Details

 Check the following items as they apply to the driveway being proposed.

- Curb Cut: New driveways that require a curb cut for street access also require a sidewalk permit.  
 Alley Access: Is the property located along an alley?

### C. Site Plan (Required)

- Attached. Must include the location of all existing and proposed buildings, lot lines, and driveways.

### D. I Agree That... (Required)

- The driveway will be installed on my property, not in a public right of way, and in conformance with any required easements.  
 The driveway will be installed as shown on the attached site plan and in accordance with approval requirements from the City.  
 The driveway will abide by any conditional approvals, including but not limited to green space requirements; clear vision; required setbacks; and construction materials.

## II. Identification (Email is the primary form of communication and is necessary to receive prompt application review updates.)

### A. Property Owner – Required (If Property Owner is Permit Applicant, Check Here )

Name \_\_\_\_\_

Street Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Mobile Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### B. Applicant Information (*Signature Required*, Contact Information Required if Applicant Not Indicated by Check Box)

Name & Title of Contractor, Owner, or Authorized Agent of the Owner \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Mobile Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

"I/We (the undersigned) agree to construct the driveway according to the plans and specifications on file with this office and to adhere to the plan review and correction letter if issued"

Applicant Name (Please Print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Permit fee \$25/ date paid: \_\_\_\_\_

Street Administrator approval: \_\_\_\_\_

Please make checks payable to Village of Northport

**VILLAGE OF NORTHPORT**

**116 WEST NAGONABA STREET, P.O. BOX 336, NORTHPORT, MI. 40670**

**APPLICATION & PERMIT FOR A MUNICIPAL WATER PIPE CONNECTION**

OWNER: \_\_\_\_\_

TAX PARCEL: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

A DESCRIPTION OF MUNICIPAL WATER CONNECTION REQUESTED:  
(1) \_\_\_\_\_

THE OWNER/APPLICANT WILL COMPLY WITH ALL REQUIREMENTS AND SPECIFICATIONS WITHIN THE VILLAGE OF NORTHPORT WATER ORDINANCE. ORDINANCE IS AVAILABLE AT [Leelanau.cc](http://Leelanau.cc)>Village of Northport.

THE CONNECTION FEE OF \$1250, PAID TO THE VILLAGE OF NORTHPORT INCLUDES THE SERVICE BOX, CURB STOP AT THE MAIN AND FINAL OBSERVATION.

IT IS THE RESPONSIBILITY OF THE OWNER/APPLICANT FOR THE CONNECTION FROM THE CURB STOP TO THE FACILITY INCLUDING COST OF EXCAVATION, BACKFILL, TAP AND FURNISHING AND INSTALLING SERVICE PIPE FROM THE MAIN TO THE FACILITY. DPW WILL PROVIDE A LIST OF LOCAL CONTRACTORS AT THE APPLICANT'S REQUEST.

CONNECTION FEE PAID ON:   \$\_\_\_\_\_  

Please make checks payable to Village of Northport