

Village of Northport Land Use Permit Application

PO Box 158, 116 W. Nagonaba, Northport, MI 49670

Phone: (231) 386-5182 Fax: (231) 386-5184 Email: clerk@villageofnorthport.net

SECTION 1: OWNER/CONTRACTOR/LOCATION INFORMATION – If application is completed by other than the property owner, please attach a letter of authorization for agent.

Application completed by: Owner <input type="checkbox"/> Contractor <input type="checkbox"/>	Parcel owner's name and mailing address Email:	Phone number Fax:
Type of Permit: New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Bldg. <input type="checkbox"/> Deck or Other <input type="checkbox"/> Demolition <input type="checkbox"/> Fence/Wall or Sign <input type="checkbox"/>	Contractor's name and mailing address Email:	Phone number Fax:
Parcel ID#	Parcel address	Subdivision name and lot #
Date of application:		Lot of record? Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 2: PROPOSED PROJECT – All measurements must include overhangs, if any. Please identify project types separately (structure, addition, accessory building, fence/wall, sign, other) and on-site plan.

Type of Structure	Width	Length	Height	Stories	Area
1					
2					
3					
4					
Type of Foundation Basement <input type="checkbox"/> Crawl <input type="checkbox"/> Piers <input type="checkbox"/> Slab <input type="checkbox"/> Other <input type="checkbox"/> _____			# baths	# bed rooms	Total area
Type of Framing Metal <input type="checkbox"/> Wood <input type="checkbox"/> Other <input type="checkbox"/> _____					
Type of siding Stone/brick <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Other <input type="checkbox"/> _____					

SECTION 3: A site plan must be attached to this application (For all New Builds). All setback measurements should be taken from the property line to the nearest point of the building or structure foundation (including eaves and overhangs). Property lines must be flagged for inspection adjacent to the construction area. The following information must be included on the site plan, (see Article 18 of the Village of Northport Zoning Ordinance for details):

1. Dimensions of parcel with front, rear, left and right sides clearly labeled.
2. Location and dimensions of existing and proposed structures.
3. A Floor Plan
4. Typical elevation views of the front and side of each type of building.
5. A Landscaping Plan (When available should be submitted. However, will not hold up the permitting process)
6. Setback measurements of existing and proposed structures.
7. Construction Staging area shall be identified on the site plan
8. Location and dimensions of existing and proposed easements and/or driveways.
9. Location and name of nearest public/private road.
10. Location of well, water connection, septic/sewer connection and fuel tank, if any.
11. North directional arrow with Scale 1" = 20' for properties less than 3 acres and 1" = 100' for those 3 acres or more.

SECTION 4: OTHER INFORMATION – If applicable, copies of any other regulatory agency permits must be submitted with this application.

Zoning District					Type of Wastewater System Sewer <input type="checkbox"/> Septic <input type="checkbox"/>	
Lot Coverage % Permitted, if any		A %			Environmental Conditions/Requirements <input type="checkbox"/> Dominant ridge elevation _____ <input type="checkbox"/> Wetlands <input type="checkbox"/> High Risk Erosion <input type="checkbox"/> Steep slopes <input type="checkbox"/> Inland lake/stream <input type="checkbox"/> GT Bay shoreline Soil Erosion Permit # _____ EGLE Permit # _____	
Total area of existing and proposed structures		B Sq ft				
Total area of lot or parcel		C Sq ft				
Percentage of lot coverage B/C = D		D %				
REQUIRED Setbacks	Front	Rear	Left	Right	Driveway Existing <input type="checkbox"/> New <input type="checkbox"/> Soil erosion permit # _____ County Road Commission permit # _____ Village driveway permit # _____	
PROPOSED Setbacks	Front	Rear	Left	Right		
Flood Zone Information Is any portion of the lot or parcel located in a flood zone? Yes <input type="checkbox"/> No <input type="checkbox"/>						

SECTION 5: Answer the following questions:

1. Is the physical address of the parcel marked at the site? _____
2. Are there deed restrictions on the site that you need to be aware of? _____
3. Do all existing structures conform to district setbacks? _____ If no, describe _____
4. Have there been any previous known zoning violations on this parcel? _____ If yes, describe _____
5. Have any variances been granted for this parcel? _____

Application is hereby made for a permit to authorize the proposed activity described herein. I understand that the granting of other permits by local, county, state or federal agencies does not release the property owner from obtaining the permit requested here. I understand that the granting of a Land Use Permit by the Village of Northport does not exempt the property owner from obtaining other permits that may be required.

With the granting of this permit, it is agreed that this work will conform to state building codes, zoning and other Village ordinances, and that said Village shall not be liable for any resulting damage.

I certify that to the best of my knowledge and belief this information is true and accurate and in compliance with the Village Zoning Ordinance. I certify that I have the authority to undertake the activities proposed herein. By signing this application, I agree to allow a representative of the Village to enter upon said property in order inspect the proposed project.

Changes to this application and attached documents must be made, initialed and dated by the applicant.

Applicant's signature

Date

Zoning Administrator Comments/Conditions:

Permit Number: _____

Zoning Administrator's signature

Date