



160 E. Division St. • Sparta, MI 49345-1330
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www.sparta-township.com

ZONING PERMIT APPLICATION

A Zoning Application must be filled out completely and must be approved before a building permit will be issued and before any construction activity. A site plan must be attached, showing the following items:

1. **Dimension of the lot and /or acreage (all sides)**
2. **The location, with the distances to the lot lines, of existing and proposed structures**
3. **The dimensions of all existing and proposed structures**
4. **The distance between all existing structures**
5. **The location of all roads bordering or on the property**
6. **The location of any power or gas lines on the property**
7. **The location of any lakes, rivers, stream or wetlands on or near the property**
8. **The location of any easements on the property**
9. **An arrow indicating direction on the property**
10. **Setbacks:**

a. Front _____ Rear _____ Side (a) _____ (b) _____

11. **Lot dimensions:** _____

12. **Area:** _____

13. **Zoning District:** _____

Applicant Name: _____

Address _____

Phone # _____

Permanent Parcel # 41-05- _____ - _____ - _____

Description of Proposed Use _____

Zoning Approval (office use only)

Date Received ____/____/____ Fee Paid \$ _____ Cash Check # _____

Approved _____ Denied _____

Reason for denial _____

Signature _____ Date ____/____/____

- When is a zoning permit necessary? Generally, a permit is required for any type of construction activity or demolition of a structure. Examples are:

| | |
|-------------------------------|------------------------------|
| Accessory Buildings | Garages |
| Additions | Homes |
| Agricultural Buildings | Manufactured Homes |
| Carports | Pools |
| Decks | Porches |
| Demolition | Sheds |
| Farm Labor Housing | Signs Over 16 Sq. Ft. |
| Fences | |

- When is a zoning permit not required? Generally, a zoning permit is not required for placement of manufactured housing in a licensed mobile home park or for alterations or renovations to an existing structure where there are not any structural changes; however, other types of permits maybe required. Examples of exclusions from zoning permits include the replacement of siding, windows, doors, roof cover, interior renovations, etc.
- Is there a fee for the permit? Yes. \$25.00
- What is needed at the time of application? A sketch of the property depicting the boundaries, size and location of existing structures, as well as the size and location of the proposed improvements.

Is there a resource available to assist me with the sketch? Yes. The “Access Kent” Website at www.accesskent.com. Select “Online Services” then “Property/Parcel Lookup.” This is an advanced internet based mapping service that is free. You can search by a variety of methods, as well as use the “ZOOM IN” or “ZOOM OUT” features to display a given

region, area, or parcel. You can use the “IDENTIFY” tool to retrieve ownership and other parcel information. Several new features have been added such as the ability to measure distances. The images are in infrared high-resolution format and the photography was captured in the spring of 2009.



SITE PLAN DIAGRAM