SPARTA TOWNSHIP
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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. **Building prints, including dimensioned floor plans and elevations**

Applicant Name:_____

Address_____

Phone #_____E-mail Address:_____

Project Address _____ Parcel # 41-05-____-_____-_____

Description of Proposed Use_____

_____

Dimensions of Proposed Structure: Length _____ Width _____ Height _____

Lot dimensions:_____ Area:_____

Setbacks: Front_____ Rear_____ Side (a)_____(b)_____

Zoning District: _____

Property Owner Signature: _____

** The information on this form is filled out accurately to the best of my knowledge. I authorize the Zoning Administrator or their authorized agent access to my property for the purpose of inspecting the status of this project and compliance with the requirements of the permit.*

_____

Zoning Determination (office use only) _____

Date Received _____/_____/_____ Fee Paid $_____ □ Cash □ Check #_____

Approved____ Denied _____ Date _____/_____/_____ Zoning Fee: $25 Additional $ _____

Reason for denial_____

Signature of Zoning Administrator _____

Logged by Building Inspector _____ Date ___/___/____ Copy sent to Assessor ____

- 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 detailed drawing 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 "INDENTIFY" 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 2018.

Update:5/2025

SITE PLAN DIAGRAM