

## ZONING PERMIT APPLICATION INSTRUCTIONS

<p>Carefully review these instructions before completing the Zoning Application Permit. In order to prevent delays during processing please ensure your application is <b>COMPLETE</b> and <b>PRINTED</b> neatly. Incomplete or illegible applications will be returned to the applicant.</p>	
<b>Name:</b>	Name of the landowner (not the contractor).
<b>Phone:</b>	Current phone number (or best number to reach you).
<b>Address:</b>	Current mailing address, even if different from Parcel Address.
<b>Parcel #:</b>	The first two boxes have been completed for you. Please finish filing in the rest of the numbers in sequence. This information can be found on your tax bill (67-01-xxx-xxx-xx).
<b>Legal Property Description:</b>	Print the "exact" Legal Description of this parcel as located on your tax bill. If you wish you can include a copy of your tax bill with the application in lieu of writing the information out.
<b># Acres:</b>	Number of acres this parcel contains.
<b>Frontage:</b>	Amount of frontage. This is the continuous length along which the parcel fronts on a road or street, measured along the line where the property abuts the street or right-of-way (distance between the side property lines along the front of the property).
<b>Proposed Structure or Use:</b>	Write a detailed description of what you intend to do on your property. Please use the following as an example: "Construction of a 24' x 60' three bedroom house on a 24" crawlspace. Also construction of a 24' x 24' pole style constructed garage which will not be attached to the house."
<b>Setbacks:</b>	<p>Approximately how far from <b>ALL</b> property lines you intend to construct or renovate your structure. Below are the minimum requirements for Agriculture/Rural Residential (AR), Residential (R) &amp; (R-1) Zoning Districts. Please note that you could be taxed as Residential but be Zoned Agricultural/Rural Residential. Unless you live around Diamond or Hewitt Lake or on Mackinaw Trail between 19 Mile and 21 Mile roads you are probably Agricultural/Rural Residential (AR):</p> <p><b>Front:</b> AR=75' minimum, R=50' minimum. Measurement from the front begins 33' from the center of the road or street (street or road right-of-way), R-1=Contact Zoning Administrator</p>

	<p><b>Rear:</b> AR=50' minimum, R=40' minimum, R-1=Contact Zoning Administrator</p> <p><b>Sides:</b> AR=50' minimum, R=15' minimum, R-1=Contact Zoning Administrator</p>
<b>Current Zoning District:</b>	Check the Zoning District that applies to you. If you are unsure refer to the <a href="#">Zoning District Map</a> or contact the Zoning Administrator.
<b>Land Division Certification:</b>	Answer this question with a "yes" or "no" checkmark. If the answer is yes you must contact the Land Division Administrator for his/her signature and date on the line provided. Contact the Zoning Administrator for the name and phone number of the Land Division Administrator.
<b>Applicant Certification:</b>	Sign and date the application thus certifying that the information is true and correct. <b>Providing false or misleading information on the Zoning Permit Application can result in denial of a Zoning Permit and/or criminal misdemeanor prosecution.</b>

**BACK OF ZONING APPLICATION FORM**

<b>Site or Plot Plan:</b>	Follow the printed instructions and draw a simple line map indicating all details that you can. Be sure to include roads, driveways, streams or bodies of water, rights-of-way, easements, well and septic, as well as placement of your current old and proposed new structure(s). Please indicate a compass direction to eliminate confusion during the site inspection.
<b>Directions to Property:</b>	Provide directions to your property from the US-131 overpass (20 Mile Road). Make the directions as detailed as possible.
<b>Permission to Enter Property:</b>	Please sign and date.

The Zoning Permit Application form is now complete and ready to be mailed to the Zoning Administrator. Attached a check or money order, for the proper amount made payable to "Burdell Township". Refer to the [Schedule of Fees](#) for Burdell Township to determine the proper amount. Mail all items to:

Burdell Township  
Zoning Administrator/O.E.O.

P.O. Box 144  
Tustin, MI 49688

Upon receipt of your completed application and fee, a site inspection will be conducted. If the requirements of the Burdell Township Zoning Ordinance have been met, a Zoning Permit will be issued.

Do not hesitate to contact the Zoning Administrator if you need further assistance. He can be reached at (231) 829-5590.