

## ZONING PERMIT APPLICATION INSTRUCTIONS

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| <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> |

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|                                     | <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**

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| <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.