

Fulton Township Zoning Permit Checklist

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*****PLEASE PROVIDE THE FOLLOWING INFORMATION TO PROCESS A ZONING PERMIT:**

- ___ 1. PROOF OF OWNERSHIP OF THE PROPERTY TO BE BUILT UPON.**

- ___ 2. A COMPLETED ZONING PERMIT APPLICATION**

- ___ 3. AN ACCURATE SCALE MAP SHOWING THE FOLLOWING:**
 - A. LOCATION, SHAPE, AREA DIMENSIONS, LEGAL DESCRIPTIONS OF THE PARCEL, DEED RESTRICTIONS, LOCATION OF EASEMENTS, CENTER LINE OF STREET AND STREET RIGHT-OF-WAY (OR EASEMENT).**
 - B. THE LOCATION, SETBACKS, DIMENSIONS, HEIGHT OF THE EXISTING AND/OR PROPOSED STRUCTURES TO BE ERECTED, ALTERED OR MOVED ON THE PARCEL.**
 - C. THE EXISTING AND INTENDED USE OF STRUCTURE(S) AND PROPERTY.**
 - D. THE PROPOSED NUMBER OF SLEEPING ROOMS, DWELLING UNITS, OCCUPANTS, EMPLOYEES, CUSTOMERS AND OTHER USERS.**
 - E. ANY CHANGE TO THE CONTOUR OF THE PARCEL INVOLVED.**
 - F. IDENTIFY SURFACE WATER AND WATERWAYS.**
 - G. ANY APPLICATION WHERE THE ABOVE INFORMATION IS NOT PROVIDED OR IS ILLEGIBLE SHALL BE RETURNED TO THE APPLICANT FOR REVISION.**

- ___ 4. THE APPLICANT'S REQUEST FOR ZONING PERMIT MUST COMPLY WITH THE PROVISIONS AND REGULATIONS OF THIS ORDINANCE, AS WELL AS MEET THE RULES AND REGULATIONS SET FORTH BY OTHER AGENCIES AND DEPARTMENTS.**

- ___ 5. ALL FEES FOR INSPECTION AND THE ISSUANCE OF A ZONING PERMIT REQUIRED UNDER FULTON TOWNSHIP'S ORDINANCE SHALL BE COLLECTED BY THE ZONING ADMINISTRATOR/PERMIT OFFICER IN ADVANCE OF ISSUANCE OF THE ZONING PERMIT.**

***** Zoning permit fees are subject to change, but will be set by the Fulton Township Board by resolution in an amount sufficient to defray the cost of inspections and supervision necessary for the implementation and enforcement of this Ordinance.**