

# **Fulton Township Zoning Permit Checklist**

3425 W. Cleveland Rd., P.O. Box 68 Perrinton, MI 48871

Phone 989-236-5102; Fax: 989-236-5369; email: [info@fultontwp.com](mailto:info@fultontwp.com)

**\*\*\*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.**

# Fulton Township Zoning Permit Application

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## DEMOLITION PERMIT

If a structural demolition will occur on the property, please check box.

Size of structure to be demolished: \_\_\_\_\_ (Please attach map showing location of structure to be demolished.)

Demolition Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Sewer connection, (if applicable) must be capped and inspected by Fulton Township. If capped by the township, there will be a cap off fee, payable to Fulton Township. Property owner failing to comply with sewer capping inspection will be charged \$1,000 for Fulton DPW recapping at the main.

## ZONING PERMIT APPLICATION

Owner Name: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Current Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Address of Construction Site: \_\_\_\_\_

Construction Site Parcel #: \_\_\_\_\_

Circle the appropriate zoning district: Residential Commercial Agricultural Industrial

Builder Name: \_\_\_\_\_ Builder phone number: \_\_\_\_\_

Builder Address: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Proposed Use of Construction, list and explain: \_\_\_\_\_

If Sewer Manhole will need a sewer extension, (riser), installed, there will be an additional \$250 charge billed to the property owner, and if not paid up front, may be added to sewer bill.

I have read the above information, and understand the potential incurred costs and risks.

APPLICANT

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ZONING PERMIT OFFICER

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **All Zoning Permit Purchasers**

Please be informed any individual or business that purchases a zoning permit gives consent for the Zoning Permit Officer or Zoning Administrator to enter and/or access property for proper inspection prior to issuing a zoning permit and also allows someone from our assessing services to follow up with an inspection by the end of the calendar year to determine how much of the construction has been completed or demolished. In accordance to Article 2, Section 205C, any permit granted under this section shall become null and void unless development proposed shall have its first building or trades inspection within one-hundred eighty (180) days from the granting of a zoning permit. The Zoning Administrator or Zoning Permit Officer shall have the power to revoke or cancel any zoning permit in case of failure or neglect to comply with any provisions of Fulton Township's Zoning Ordinance or in the case of any false statement or misrepresentation made in the application. The owner or his agent shall be notified of such revocation in writing.

At the current time our assessor(s) are a husband and wife team, Chuck and Melissa Zemla. Their business name is CSZ Services. If you have any questions for them concerning end of year real property assessment, you may contact them by phone at 517-320-4167 or email at [cszservices30@gmail.com](mailto:cszservices30@gmail.com). Feel free to contact the Fulton Township Office at any time with any zoning questions you may have.

**Fulton Township Office Staff**