



## Residential Land Use Permit Requests Planning and Zoning Department A Step-By-Step Guide



No accessory structure can be constructed unless there is a primary structure; there must be at least 10 foot separation between principle and accessory structures.



Planning & Zoning  
 395 Third Street  
 Manistee, MI 49660  
 231.723.6041 (phone)  
 231.398.3526 (fax)

## Residential Land Use Permit Application

### Basic Site Plan

Please Print

Property Information		
Address:	Parcel # 51-	
Applicant Information		
<b>Name of Owner or Lessee:</b>		
Address:		
Phone #:	Cell#:	e-mail:
<b>Name of Contractor (if applicable):</b>		
<b>Included signed letter of authorization with landowner to pull permits for the property:</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Address:		
Phone #:	Cell#:	e-mail:
License Number:	Expiration Date:	
Project Information		
<b>Description of Project (include square feet):</b>		
<b>Parcel Size:</b>	<b>Finished Height of Project:</b>	
<b>Zoning District:</b>	<b>Present/proposed Land Use:</b>	
<b>Waterfront Yard:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Section #:</b>	
<b>Size of Proposed Structure:</b>		
<b>Front Setback:</b>	<b>Side Setback:</b> /	<b>Rear Setback:</b>
<b>*Any Modification or improvising of directional water run-off and or water drainage must be contained within the property of the parcel owner. *</b>		
Authorization		
<p>I verify that the information and statements made in this application are true and accurate, and understand if found not to be true, any land use permit that may be issued, may be revoked. Further, I agree that any permit that may be issued is with the understanding that I/we will comply with all applicable Sections of the Onekama Township Zoning Ordinance. Also, I agree to notify the Onekama Township Zoning Administrator <b>BEFORE</b> the start of any construction, when the proposed uses are marked on the ground for the purpose of a pre-construction inspection. Further, I understand that this is a permit application (not a permit) and that a Land Use Permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code or deed restriction of other property rights. Further, I agree that if a Land Use Permit is issued, I give permission for officials from the State of Michigan, Manistee County and Onekama Township to enter the property for the purposes of inspection.</p>		
Signature: _____		Date: _____
<b>(PLEASE MAKE ALL CHECKS PAYABLE TO ONEKAMA TOWNSHIP)</b>		
Office Use Only		
Fee: Please Check the Onekama Township Fee Schedule to determine the cost of your project		
Zoning District:	Notes:	
Signature: _____		Date: _____



### Basic Site Plan Checklist

**Basic Site Plan.** A basic site plan shall be required for new dwellings, additions to dwellings, or construction of accessory structures, single family dwellings; accessory structures and additions to existing single family dwellings; and accessory structures and additions to multiple unit dwellings which do not result in an increase in the number of units, the site plan shall be subject to Zoning Administrator review. Basic site plans shall include and illustrate at a minimum the following information:

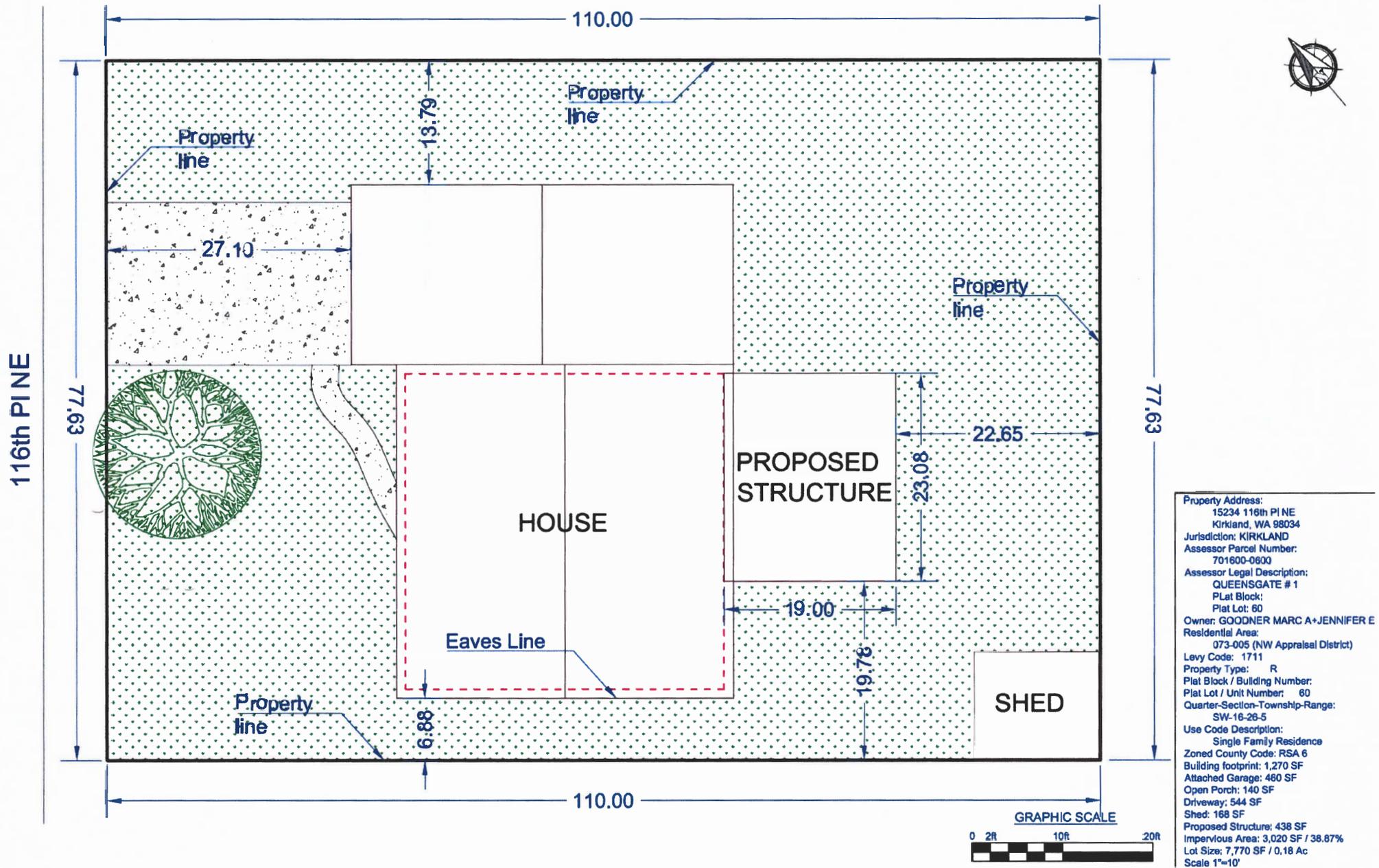
<input type="checkbox"/>	Included	<b>1.</b> The property, identified by parcel lines and location and size.
<input type="checkbox"/>	Included	<b>2.</b> Name and address of the property owner(s), developer(s), and designer(s), and their interest in said properties.
<input type="checkbox"/>	Included	<b>3.</b> Existing man-made features, including dwellings, fences, landscaping and screening, accessory structures, and similar features; and the heights and floor area of such structures and other important features.
<input type="checkbox"/>	Included	<b>4.</b> The scale, north point
<input type="checkbox"/>	Included	<b>5.</b> The location of proposed and main and accessory buildings, existing structures, fences on the site, the height of all buildings and square footage of floor space
<input type="checkbox"/>	Included	<b>6.</b> Location of existing and proposed driveways and curb cuts, if any.
<input type="checkbox"/>	Included	<b>7.</b> Location of existing public and private rights-of-way and easements contiguous to and on the property.
<input type="checkbox"/>	Included	<b>8.</b> Natural features, including trees with a diameter at breast height of three inches or more, water bodies and wetlands, high-risk erosion areas, beach, sand dunes, slopes in excess of 25%, drainage and similar features.
<input type="checkbox"/>	Included	<b>9.</b> Show any changes or modifications required for any applicable regulatory agencies' approvals. (Site plan or design plan changes required after the Commission issues a Special Use Permit shall also be changed in accordance with procedures established in this ordinance for minor adjustments or amendments to Special Use Permits.)
<input type="checkbox"/>	Included	<b>10.</b> Any other information as may be required by the Zoning Administrator to aid in the review of the Site Plan.
<input type="checkbox"/>	Included	<b>11.</b> Any permits/letters required by outside entities including, but not limited to Soil Erosion Permit, Health Department Permit, EGLE Permit, and Army Corp of Engineers Permit.

**WHEN COMPLETED SEND TO:**

Onkama Township Zoning Administration  
 Manistee County Planning Department  
 395 Third St. Manistee, MI 49660

Phone: (231)723-6041  
 FAX: (231)398-3526  
 e-mail: [planning@manisteecountymi.gov](mailto:planning@manisteecountymi.gov)

Example of a Basic Site Plan



Property Address:  
 15234 116th PINE  
 Kirkland, WA 98034  
 Jurisdiction: KIRKLAND  
 Assessor Parcel Number:  
 701600-0600  
 Assessor Legal Description:  
 QUEENSGATE # 1  
 Plat Block:  
 Plat Lot: 60  
 Owner: GOODNER MARC A+JENNIFER E  
 Residential Area:  
 073-005 (NW Appraisal District)  
 Levy Code: 1711  
 Property Type: R  
 Plat Block / Building Number:  
 Plat Lot / Unit Number: 60  
 Quarter-Section-Township-Range:  
 SW-16-26-5  
 Use Code Description:  
 Single Family Residence  
 Zoned County Code: RSA 6  
 Building footprint: 1,270 SF  
 Attached Garage: 480 SF  
 Open Porch: 140 SF  
 Driveway: 544 SF  
 Shed: 168 SF  
 Proposed Structure: 438 SF  
 Impervious Area: 3,020 SF / 38.87%  
 Lot Size: 7,770 SF / 0.18 Ac  
 Scale 1"=10'