



## GREEN LAKE TOWNSHIP LAND USE PERMIT APPLICATION

The following must be submitted to the Township to process a Land Use Permit application. After all necessary required documents have been received, the Zoning Administrator has fifteen (15) days in which to issue or deny the permit. The application **fee is collected at the time of completed application packet submitted.**

1. \_\_\_\_\_ Tax Identification number of the property along with the house number and street. Proof of ownership (closing statement or deed) may be required.
2. \_\_\_\_\_ Grand Traverse County Health Department Permit – for well and septic (231) 995-6018.
3. \_\_\_\_\_ Grand Traverse County Road Commission Driveway Permit – for new driveway if on a public or County maintained Road (231) 922-4848.
4. \_\_\_\_\_ Grand Traverse County Soil Erosion Permit if the structure is within 500 feet of a lake, stream; or excavating one (1) or more acres of land (231) 995-6051.
5. \_\_\_\_\_ Complete site plan drawn to scale. Show scale, lot lines, buildings, distances between new structure and existing buildings, distances (setbacks) to lot lines from each corner of proposed structure. Distances measured from furthest overhang, not wall. Driveway must be indicated. If private road, distance to any other driveway must be included, regardless the side of the road. Include north arrow.
6. \_\_\_\_\_ Survey Sketch Site Report. Required for verification on projects utilizing minimum allowed setbacks, non-conforming lots and/or those issued a variance. This site plan is **sealed by a surveyor** to indicate property lines, setbacks, structures and any known easements.
7. \_\_\_\_\_ Complete set of blueprints. All new buildings / additions must have dimensional drawings.
8. \_\_\_\_\_ Land Use permit application form filled out completely and **signed by owner.**
9. \_\_\_\_\_ Property must be staked for inspection (property lines and proposed structure).
10. \_\_\_\_\_ Payment of fees.

### Additional Resources:

Grand Traverse County Construction Codes Office (231) 995-6044

EGLE – Environment, Great Lakes & Energy – Formerly DEQ (231) 775-3960

Equalization (231) 922-4772

9394-10th Street, Interlochen MI 49643

(231) 276-9329, greenlaketownship.org

FOR OFFICE USE ONLY  
Health Department \_\_\_\_\_  
Driveway \_\_\_\_\_  
Soil Erosion \_\_\_\_\_



PARCEL ID 28-07-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
LAND USE PERMIT # \_\_\_\_\_  
Received \_\_\_\_\_ Issued \_\_\_\_\_  
Fee \_\_\_\_\_ Paid \_\_\_\_\_ Check # \_\_\_\_\_

**GREEN LAKE TOWNSHIP**  
**LAND USE PERMIT APPLICATION**

Issued Permits Good For One Year

**PROJECT AREA MUST BE STAKED FOR SETBACK INSPECTION**

**ARE STAKES SET? Yes \_\_\_\_\_ No \_\_\_\_\_** Date Inspected: \_\_\_\_/\_\_\_\_/\_\_\_\_

You **MUST** answer all questions and include all attachments or this application will be returned to you.

OWNER OF PROPERTY  
NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

APPLICANT  
NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Relationship to property \_\_\_\_\_ Owner of Record \_\_\_\_\_ Party to Sales Agmt \_\_\_\_\_ Party to Lease Agmt \_\_\_\_\_ Other

PROJECT ADDRESS \_\_\_\_\_

Parcel ID Number \_\_\_\_\_ Present Use \_\_\_\_\_

GENERAL CONTRATOR \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

PROPOSED USE OF LAND \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Agricultural \_\_\_\_\_ Industrial

**SITE PLAN REQUIRED, DRAWN TO SCALE**

Site plan to be either professionally drawn or drawn to scale on graph paper provided with this application. A sample drawing is included with this packet.

**TYPE OF CONSTRUCTION** (Mark all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> House          | <input type="checkbox"/> Mfg. Home HUD        | <input type="checkbox"/> Shop             |
| <input type="checkbox"/> Garage         | <input type="checkbox"/> Mobile Home HUD      | <input type="checkbox"/> Slab             |
| <input type="checkbox"/> Deck           | <input type="checkbox"/> Office               | <input type="checkbox"/> Structural Steel |
| <input type="checkbox"/> Shed           | <input type="checkbox"/> Post Frame           | <input type="checkbox"/> Warehouse        |
| <input type="checkbox"/> Fence          | <input type="checkbox"/> Poured Wall          | <input type="checkbox"/> Wood Basement    |
| <input type="checkbox"/> Block          | <input type="checkbox"/> Poured Wall Basement | <input type="checkbox"/> Wood Crawl       |
| <input type="checkbox"/> Block Basement | <input type="checkbox"/> Poured Wall Crawl    | <input type="checkbox"/> Wood Frame       |
| <input type="checkbox"/> Block Crawl    | <input type="checkbox"/> Pre-Fab              |   |

Other Explain \_\_\_\_\_

**DIMENSIONS** (in feet / height measured to roof peak)

Width \_\_\_\_\_ Length \_\_\_\_\_ Building height to roof peak \_\_\_\_\_ # Stories \_\_\_\_\_

**SETBACK MEASUREMENTS** Distances measured from furthest overhang, not wall.

Distance from roadside property line (measured to right of way, not road) \_\_\_\_\_

Distance from rear property line \_\_\_\_\_ Distance from water's edge \_\_\_\_\_

Distance from side property line \_\_\_\_\_ Distance from side property line \_\_\_\_\_

**Both property lines and proposed structure site must be staked prior to returning this application.**

Additional information that may help with the processing of your application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In granting of a permit for construction, all applicable ordinances shall be complied with. The Township of Green Lake shall not be liable for any damages resulting therefrom. In signing this application, you are permitting a representative of Green Lake Township to do on-site inspections.

OWNER SIGNATURE

DATE

**8.6 TABLE OF DIMENSIONAL REGULATIONS** [amended by ZA #10-01, adopted 5/12/14, effective 5/31/14] [amended by ZA # 18-09, adopted 12/10/18, effective 12/25/18]

ZONING DISTRICT	Minimum Lot Area See Note G	Minimum Lot Width See Note G	Minimum Lot Width at Water's Edge	Minimum Setback See Notes H, I & J				Maximum Building Height See Notes K & L	Maximum Lot Coverage
				Front	Sides	Rear	Water's Edge		
<b>Rural Residential R-5</b>	5 acres	330'	220'	35'	See Note N	15'	50'	35'	
<b>Low / Moderate Density Residential R-1</b>	1 acre	150'	150'	35'	See Note N	15'	50'	35'	25%
<b>Village Residential VR</b>	12,000 sq ft	See Note M	150'	35'	See Note N	15'	50'	35'	30%
<b>Lake Residential LR</b>	1 acre	150'	150'	35'	See Note N	15'	50'	35'	25%
<b>Conservation C-10</b>	10 acres	330'	150'	35'	15'	15'	50'	35'	
<b>Commercial C</b>	1 acre	150'	150'	35'	15'	15'	50'	35'	50%
<b>Village Commercial VC</b>	See Note O	See Note O	150'	35'	5'	10'	50'	35'	25%
<b>Industrial M</b>	5 acres	250'	150'	100'	15'	15'	50'	35'	
<b>Institutional I</b>	1 acre	150'	150'	35'	15'	15'	50'	35'	

\* [amended by ZA #08-03, adopted 1/17/09, effective 1/25/09; ZOA 20-001, approved 1/27/2020, adopted 2/10/2020, effective 2/23/2020]

**Footnotes to the Table of Dimensional Regulations** [amended by ZOA 22-001 approved 2/28/22, adopted 3/14/22, effective 3/27/22]

**General Notes:**

Note A: Existing Parcels – All existing parcels legally created of any size may be developed for uses permitted in the zoning district. Unless otherwise stated in this Ordinance, setbacks of the district shall apply to all parcels in this District, even those with nonconforming width or area.

Note B: Accessory Buildings and Structures – Accessory buildings and structures are subject to the provisions of Section 4.11. Unless otherwise stated, the provisions of this table shall not apply to such accessory buildings or structures.

Note C: Alternative Development Choices – For alternative development choices, refer to Article 11.

Note D: Minimum Dwelling Unit Area – The minimum dwelling unit area shall be five hundred (500) square feet, habitable space except for a mobile home located in a licensed mobile home park. [amended by ZA #20-002, adopted 7/27/20, effective 8/22/20; ZOA 21-002 approved 11/22/21, adopted 12/13/21, effective 12/26/21]

Note E: Minimum Dwelling Unit Width – The minimum dwelling unit width shall be twenty (20) feet except for a mobile home located in a licensed mobile home park.

Note F: Manufactured Housing Community – All dimensional standards under the Michigan Department of Consumer and Industry Services' Manufactured Housing Commission rules (adopted February 12, 1998 or as amended or replaced with alternative rules) shall be observed.

**Specific Notes (referenced in table 8.6 above):**

Note G: Parcel Width to Depth Ratio – A parcel less than thirty (30) acres created after the effective date of this Ordinance shall not have a depth which is more than three (3) times its width.

Note H: Corner Lots – For corner lots, the minimum required front setback shall be observed from both the front and exterior side lot lines except that a twenty (20) foot setback shall be observed from the exterior side lot line in the VR district and where such lot line adjoins the road right-of-way of a road that ends at the shoreline of a body of water.

Note I: Through Lots – For through lots, the front setback requirement shall be observed from both the rear and the front lot lines.

Note J: Minimum Front Setback – The minimum front setback shall be applied from all lot lines contiguous with a road, subject to Notes H and I above.

Note K: Exemptions from Height Provisions – For exemptions from the height provisions of this table, refer to Section 4.7.

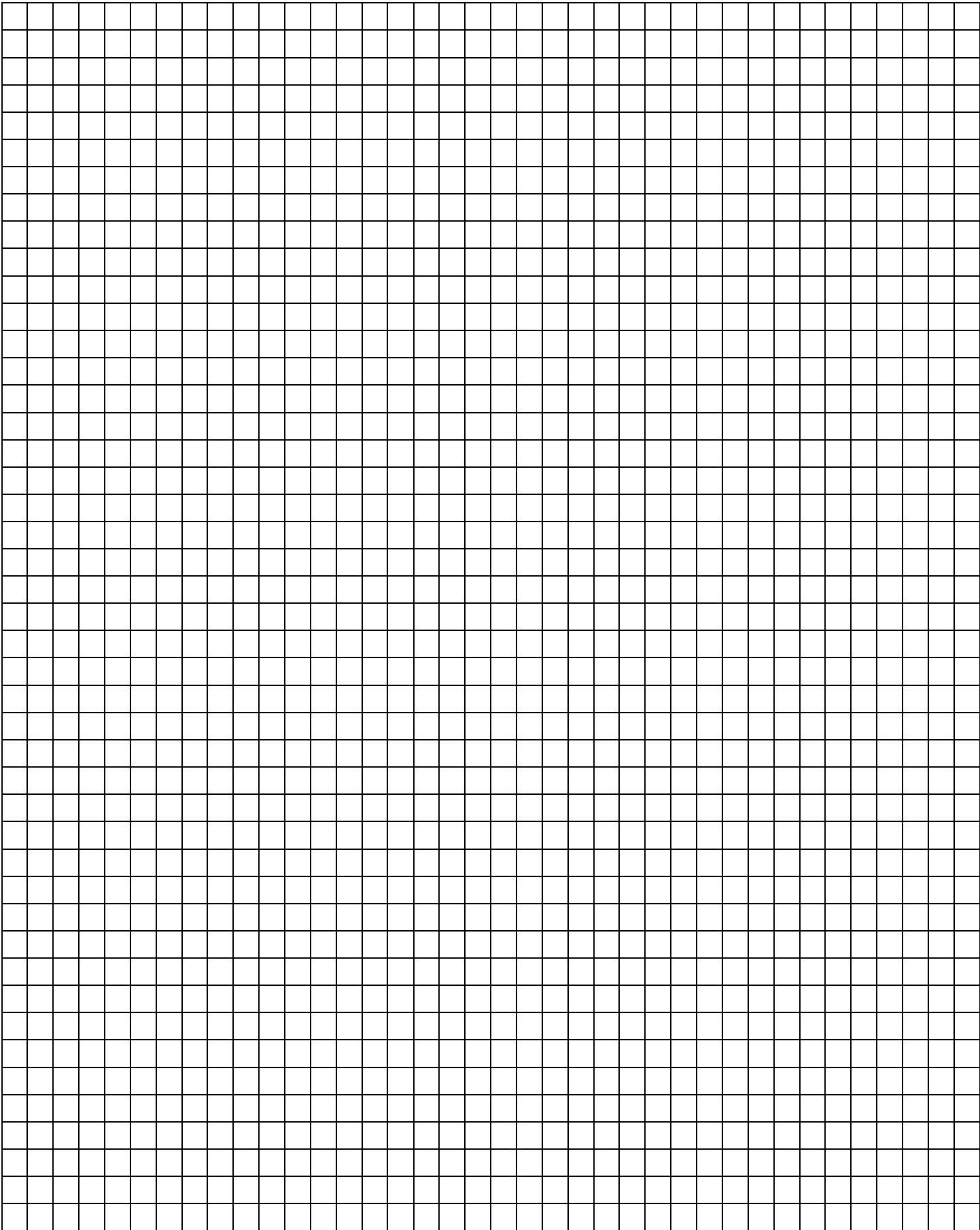
Note L: Height Variation – Any building or structure or part thereof may be erected or altered to any height if approved by the Board of Appeals, pursuant to its power to grant variances, or by the Planning Commission in connection with a Special Use Permit application approval.

Note M: Minimum Lot Width Requirement in the VR District – The minimum lot width in the VR District shall be as platted, except for combined lots in which case a minimum of one and one-half (1-1/2) times the width of the platted lots is required.

Note N: Minimum Side Setback Requirement in the Residential Districts – The minimum side yard setback in the Residential Districts shall be fifteen (15) feet or ten percent (10%) of the lot width, whichever is less, provided that no side yard shall be less than seven (7) feet. Parcels zoned Lake Residential (LR) under one half acre, may have a side yard setback of no less than seven (7) feet, no matter the lot width. [amended by ZOA #21-001, approved 07/26/2021, adopted 8/09/2021, effective 8/23/2021]

Note O: Minimum Lot Area and Lot Width Requirements in the VC District – The minimum lot area and lot width in the VC District shall be as platted. For unplatted land zoned VC, minimum lot area shall be 12,000 square feet and minimum lot width shall be 100 feet.

Note P: Setbacks are measured from the furthest projection of a structure to a property line. When a front yard setback, measurements are to the Road Right of Way if the property line is within the Road Right of Way.



# Sample Site Plan

Fence  
Dashed lines  
are fence  
outline.

Propose:  
5' tall  
220' total  
length

