

# SPARTA TOWNSHIP

160 E. Division St. • Sparta, MI 49345-1330

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## ZONING PERMIT APPLICATION

A Zoning Application must be filled out completely and must be approved before a building permit will be issued and before any construction activity. A site plan must be attached, showing the following items:

1. Dimension of the lot and /or acreage (all sides)
2. The location, with the distances to the lot lines, of existing and proposed structures
3. The dimensions of all existing and proposed structures
4. The distance between all existing structures
5. The location of all roads bordering or on the property
6. The location of any power or gas lines on the property
7. The location of any lakes, rivers, stream or wetlands on or near the property
8. The location of any easements on the property
9. An arrow indicating direction on the property

**10. Setbacks:**

a. Front \_\_\_\_\_ Rear \_\_\_\_\_ Side (a) \_\_\_\_\_ (b) \_\_\_\_\_

**11. Lot dimensions:** \_\_\_\_\_

**12. Area:** \_\_\_\_\_

**13. Zoning District:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Permanent Parcel # 41-05- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Description of Proposed Use \_\_\_\_\_  
\_\_\_\_\_

**Zoning Approval** (office use only)

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee Paid \$ \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Reason for denial \_\_\_\_\_

\_\_\_\_\_  
Signature

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Logged by Building Inspector \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Copy sent to Assessor's Office

Note: Mobile homes placed in licensed parks are exempt from zoning permits.

***Zoning Permits – Frequently Asked Questions***

When is a zoning permit necessary? Generally, a permit is required for any type of construction activity or demolition of a structure. Examples are:

Accessory Buildings	Garages
Additions	Homes
Agricultural Buildings	Manufactured Homes
Carports	Pools
Decks	Porches
Demolition	Sheds
Farm Labor Housing	Signs Over 16 Sq. Ft.
Fences	

When is a zoning permit not required? Generally, a zoning permit is not required for placement of manufactured housing in a licensed mobile home park or for alterations or renovations to an existing structure where there are not any structural changes; however, other types of permits maybe required. Examples of exclusions from zoning permits include the replacement of siding, windows, doors, roof cover, interior renovations, etc.

Is there a fee for the permit? Yes. \$25.00

What is needed at the time of application? A sketch of the property depicting the boundaries, size and location of existing structures, as well as the size and location of the proposed improvements.

Is there a resource available to assist me with the sketch? Yes. The “Access Kent” Website at [www.accesskent.com](http://www.accesskent.com). Select “Online Services” then “Property/Parcel



Lookup.” This is an advanced internet based mapping service that is free. You can search by a variety of methods, as well as use the “ZOOM IN” or “ZOOM OUT” features to display a given region, area, or parcel. You can use the “IDENTIFY” tool to retrieve ownership and other parcel information. Several new features have been added such as the ability to measure distances. The images are in infrared high-resolution format and the photography was captured in the spring of 2009.

Contact Dale Bergman, Zoning Administrator or Casey Patterson, Building Inspector, for specific information.