

**HAMLIN TOWNSHIP**  
**Mason County, Michigan**  
**ZONING APPLICATION/PERMIT**  
**(Land Use)**

**PERMIT NO:** \_\_\_\_\_

**FEE SCHEDULE**  
Original \$40  
1<sup>ST</sup> Renewal \$40  
2<sup>ND</sup> Renewal \$300  
AFTER THE FACT \$300

**DATE:** \_\_\_\_\_

**Applicant/Contact Information**

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

**Property Information**

Property Address of project/structure: \_\_\_\_\_

ID Number 53-007-\_\_\_\_\_ Parcel Size: \_\_\_\_\_ ZONE: \_\_\_\_\_

Property description: Plat \_\_\_\_\_ Lot No.'s \_\_\_\_\_ Block \_\_\_\_\_ Sec \_\_\_\_\_

Metes & Bounds: \_\_\_\_\_ Sec \_\_\_\_\_

**Construction Information**

General Description of Project: \_\_\_\_\_

Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Exterior Siding \_\_\_\_\_ Major Use \_\_\_\_\_

Bedrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_

Garage: Attached \_\_\_\_\_ Separate \_\_\_\_\_

**\*\*Road Setback 25' Side Yards 12' : 12' Rear Yard 25' Water 35' from high water mark**

**Contractor Information**

Construction Start Date \_\_\_\_\_ \*\*Permit Expiration Date \_\_\_\_\_

Contractor \_\_\_\_\_ CONTACT INFO \_\_\_\_\_

**\*\* Road setbacks are measured from the edge of the road right of way**

**\*\* Special attention shall be given to property site drainage so that storm water run off will not adversely affect neighboring property.**

**\*\* All Zoning Permits expire 12 months from the date of issue and must be renewed for an additional fee.**

**\*\* We ask that you be a good neighbor and not start any construction before 8:00 am and stop no later than 8:00pm. Thank you.**

**REQUIRED APPROVALS AND PERMITS**

WELL/SEPTIC \_\_\_\_\_ SITE PLAN \_\_\_\_\_ EGLE (Critical dunes, seawall, boathouse, etc) \_\_\_\_\_

MCRC \_\_\_\_\_ DRAIN COMMISSION \_\_\_\_\_ MASON COUNTY BUILDING PERMITS \_\_\_\_\_

OTHER \_\_\_\_\_

**AFFIDAVIT:** 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, agrees that any permit that may be issued is with the understanding that I/we will comply with all applicable Sections of the Hamlin Township Zoning Ordinance. Also, I agree to notify the Hamlin Township Zoning Administrator BEFORE 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 this Land Use Permit application is approved, I give permission for officials from Hamlin Township to enter the property for the purposes of inspection.


\_\_\_\_\_  
ZONING ADMINISTRATOR

\_\_\_\_\_  
APPLICANT/AGENT

# Plot Plan Requirements

A **PLOT/SITE PLAN** of the proposed project is required for **ALL** zoning permits along with the permit application. Applications without a plot or site plan will not be accepted. You may submit professional drawings or one you have created yourself. Depending on the project, professional scaled drawings may be required.

Your plot or site plan **MUST** show:

- Exact dimensions of the property including property lines (*It is the responsibility of the property owner to know where their property lines are located or enlist the services of a professional land surveyor for determination*). *The Township does not maintain records of property boundaries.*
- Dimensions and location of **all** buildings or structures already existing on the property
- Exact dimensions and location of the work that is planned
- Exact distances measured from the proposed work to each property line (known as setbacks)
- A north arrow 
- Street name(s) and the address of the proposed project

