

APPLICATION FOR SITE PLAN REVIEW

Construct an Accessory Dwelling Unit



ALMIRA

TOWNSHIP

Property Parcel # 10-01- _____

Property Address: _____

Property Zoning: _____ Property Size/Acreage: _____

Office Use Only:

Application #: _____	ZA Signature: _____
Payment: _____	Date: _____
Permit Status: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ Restrictions <input type="checkbox"/> Denied	PC Signature: _____ Date: _____
Restrictions: _____	

Property Owner (Mailing Address)

Name: _____
Address: _____
City: _____
State & Zip: _____
Phone: _____
Email: _____

Agent/Builder (Mailing Address)

Name: _____
Address: _____
City: _____
State & Zip: _____
Phone: _____
Email: _____

Complete all of the following, checking the appropriate boxes:

1. Do Deed Restrictions or Association By-Laws restrict Accessory Dwelling Units?

Yes

No

If yes, explain: _____

2. Provide the following:

Property Deed

Recent tax statement

Recent survey, if available

Association by-laws, as applicable

3. Indicate whether the Accessory Dwelling Unit will be:
- An accessory building, or Part of the principal dwelling
4. Indicate which dwelling shall be occupied by an owner of record:
- Principal dwelling unit, or Accessory dwelling unit

I understand that an owner of record must occupy either the principal dwelling or the accessory dwelling unit and that they must hold a principal residence tax exemption for the lot (parcel) of record, per Almira Township Zoning Ordinance, Section 4.28.A.

Applicant initials:

YES _____

NO _____

5. Provide the following sewage, water well, and waste disposal systems information:
- Recent domestic water quality report
- Recent pumping record for septic system, or recent septic evaluation by BLDHD
- Contract with or recent statement from licensed waste hauler
6. Provide a site plan that includes the following:
- Existing buildings/structures Property line setbacks for ADU
- Driveway location(s) Available off-street parking
- Refuse container(s) location Zoning district(s) of adjoining parcels
- Neighboring driveways within one-hundred (100) feet
7. I understand that the Planning Commission may attach reasonable conditions with the approval of a site plan, per Almira Township Zoning Ordinance, Section 7.05.C.

8.

Applicant initials:

YES _____

NO _____

9. Indicate preferred payment type (\$200.00 fee):
- Cash
- Check (to "Almira Township")
- Credit/Debit (2.75% transaction fee)

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true. If any statements and/or information are found at a later date to be false, this permit shall become null and void. I agree to give permission for officials of Almira Township, Benzie County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection.

Applicant Signature: _____ **Date:** _____