



White Pigeon Township

16975 US 12 White Pigeon, MI 49099

Zoning Inspection Request Step #1

Owner(s) must sign the Disclaimer and the front sheet of the Zoning Inspection Request in front of a notary. All signatures must be notarized.

You must provide a tax number for the property where the proposed structure is to be located.

Complete the front sheet of the Zoning Inspection Request. Skip the second sheet as this is for the Zoning Administrator's use.

Follow and do everything on the instruction sheet before turning in the request.

One mistake commonly made is omitting the distances from existing building to proposed structure and from the existing and proposed structure to property lines. In addition, the length of each property line needs to be shown on the drawings.

Turn in to our office: The Zoning Inspection Request, the drawing, and the \$80.00 fee.

Applicant will be called at phone number you provide on the Zoning Inspection Request sheet and will be told of approval or denial. If you want us to contact the contractor, still put your phone number along with the contractor's name and number.

The rest of the building permit packet will be given to you by the building inspector when you Zoning Inspection Request has been approved.

ZONING INSPECTION FEE AS OF July 1, 2019

A ONE (1) TIME FEE OF \$80 FOR EACH ZONING INSPECTION REQUEST IS DUE UPON RETURN OF APPLICATION TO THE WHITE PIGEON TOWNSHIP OFFICE

ZONING ADMINISTRATOR WILL REVIEW SITE PLAN & INSPECT PROPERTY FOR ZONING COMPLIANCE BEFORE APPROVAL IS GIVEN

APPROVAL OF ZONING COMPLIANCE IS NEEDED BEFORE A BUILDING PERMIT CAN BE ISSUED

ALL PROPERTY LINES MUST REMAIN STAKED FOR ZONING ADMINISTRATOR'S USE IN MEASURING SET BACKS

BEFORE FOOTERS ARE POURED CONTACT WHITE PIGEON TOWNSHIP OFFICE FOR A SET BACK INSPECTION 483.7043

SET BACK INSPECTION MUST TAKE PLACE AND MUST BE APPROVED BEFORE RESUMING CONSTRUCTION PROCESS

**AFTER PLACING ANY "REMOVABLE" STRUCTURE ON PROPERTY CONTACT THE ZONING ADMINISTRATOR FOR A SET BACK INSPECTION AND APPROVAL
EXAMPLE: CARPORT, SHED, ETC**

NON-COMPLIANCE COULD RESULT IN A STOP WORK ORDER BEING PLACED ON PROJECT OR POSSIBLE REMOVAL OF STRUCTURE

ZONING APPROVAL EXPIRES AT 6 MONTHS! YOU MUST ACQUIRE PERMIT BY THAT TIME *OR* RE-APPLY FOR ZONING APPROVAL

ZONING INSPECTION REQUEST

APPLICATION FOR CERTIFICATE OF APPROVAL / TOWNSHIP ZONING ORDINANCE

TAX NUMBER 75-016- **DATE** _____

NAME OF APPLICANT(S) _____

1. **MUST HAVE A DIAGRAM SHOWING DIMENSIONS AND LOCATIONS OF ALL EXISTING AND PROPOSED STRUCTURES**
2. TYPE OF WORK OR STRUCTURE _____
3. ESTIMATED COST OF WORK \$ _____
4. PURPOSE FOR WHICH STRUCTURE IS DESIGNED _____
5. LOT DIMENSION & SQUARE FOOTAGE _____
6. BUILDING SIZE AND HEIGHT _____
7. LOCATION OF PROJECT ON LAND - SETBACKS
WATERFRONT RES - FRONT: FEET FROM WATERFRONT _____
WATERFRONT RES - REAR: FEET From Roadside Lot Line _____
WATERFRONT RES - SIDE: FEET FROM EACH SIDE LINE _____ & _____
 OR **NON-WATERFRONT - FRONT:** FEET From Roadside Lot Line _____
NON-WATERFRONT - REAR: FEET FROM REAR LOT LINE _____
NON-WATERFRONT SIDE: FEET FROM EACH SIDE LINE _____ & _____
8. **ZONED - CHECK ONE** RURAL RES WATERFRONT RES MED DENSITY RES
 AGRICULTURAL MFG HOME PARK COMMERCIAL INDUSTRIAL
9. APPROXIMATE DATE OF COMMENCING WORK _____
10. APPROXIMATE DATE OF COMPLETION _____
11. LOCATION / ADDRESS OF PROPERTY _____
12. OWNER(S) INFORMATION:

NAME(S) _____

MAILING ADDRESS WITH STREET / P.O.B. _____

CITY / ST / ZIP _____ **PHONE** _____

***** ALT CONTACT** _____ **PHONE** _____

13. **Notary Name:** _____ **Date:** _____

State Of Michigan - County Of: _____ **My Commission Expires:** _____

I (we) the undersigned fully understand that acceptance and/or approval of this application for zoning and/or building permit(s) does not confer approval by any other municipal entity. We fully understand that the use of a septic system or other on site sewage disposal system and/or preparation for the use of such system, is the full responsibility of the applicant. Applicant is advised to contact the Branch, Hillsdale and St. Joseph County Health Department for a determination whether a "change in use" permit is required.

I hereby grant permission for any White Pigeon Township Office to enter the above described property for the purpose of gathering information related to this application. I certify that I will abide by all regulations of the White Pigeon Township ordinance and other applicable laws and requirements

OWNER(S) SIGNATURE _____ **DATE** _____
ALL PROPERTY OWNER(S) OR POA MUST SIGN THIS FORM IN FRONT OF A NOTARY

Called: Approved Denied / /

Set Back Inspection: Approved Denied / /

For Zoning Administrator's Use

**CERTIFICATE OF ZONING APPROVAL
WHITE PIGEON TOWNSHIP**

IT APPEARS FROM THE APPLICATION FILED THAT THE PROPOSED WORK CONFORMS TO THE REQUIREMENTS OF THE WHITE PIGEON TOWNSHIP ZONING ORDINANCE. A PERMIT MAY BE ISSUED, SUBJECT TO CODE REQUIREMENTS. A CERTIFICATE OF APPROVAL IS GRANTED.

DATE

For building permit only

ZONING ADMINISTRATOR

OR ASSISTANT TO ZONING ADMINISTRATOR

IT APPEARS FROM THE APPLICATION THAT THE PROPOSED WORK **DOES NOT** CONFORM WITH THE REQUIREMENTS OF THE WHITE PIGEON TOWNSHIP ZONING ORDINANCE. **COMMENTS:**

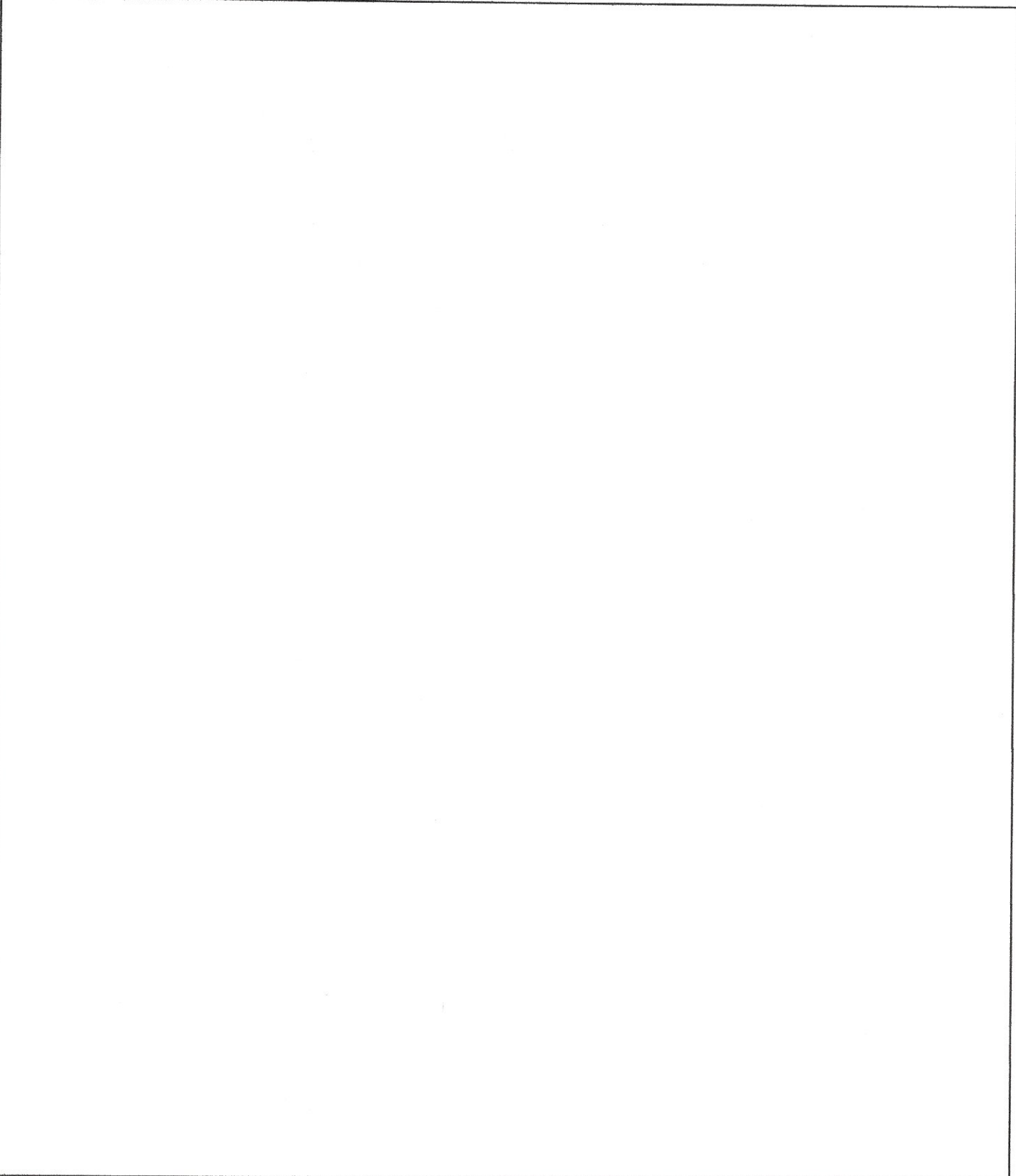
DATE

For building permit only

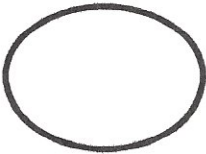
ZONING ADMINISTRATOR

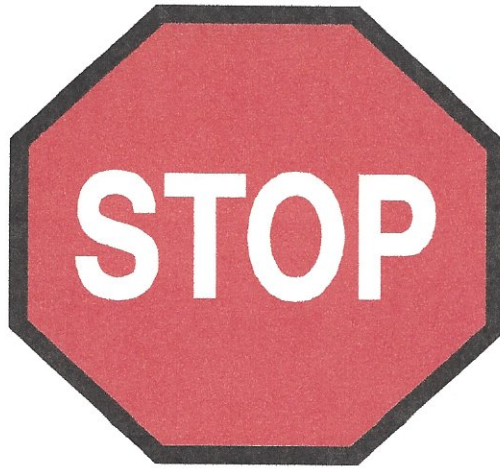
OR ASSISTANT TO ZONING ADMINISTRATOR

SITE OR PLOT PLAN - For Applicant Use



Indicate direction of North
within the circle.





IN ORDER FOR THE ZONING INSPECTOR TO CONSIDER YOUR APPLICATION YOU MUST:

1. Include with your application a plat drawing of the property. This drawing **MUST** show the location of existing and proposed structures on the property, their dimensions **AND** distances from property lines and from other structures.
2. Have your property lines staked out prior to handing in your application.
3. Turn in a **FULLY** completed Zoning Inspection Request application.

*********Items 1 through 12, the owner(s) signature, and date lines **CANNOT** be left blank.



White Pigeon Township

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Disclaimer:

AT THE TOWNSHIPS DISCRETION a registered survey maybe required. By this we mean that you have a professional surveyor survey your property and prepare a staked survey showing the exact location of the proposed improvements and the property lines of your parcel/lot. Zoning approval based on a drawing that inaccurately shows the location of your property lines and/or the proposed improvements and/or zoning approval based on improperly marked property lines will provide you with no protection from further proceedings by the Township and/or your neighbors if the improvements as constructed are in violation of Township laws.

Any changes in plans including, but not limited to: size, height, or bulk **MUST** be re-submitted for approval, to the White Pigeon Township Zoning Administrator, **BEFORE** continuing construction.

**Changes may result in added fees for building permits and any property variances as may be required by law.

All water run off must be retained on your own property.

Signature of All Owner(s): _____

Date: _____

All owners or POA of property must sign in front of a notary

State of Michigan – County of: _____

Date: _____ Name of Notary: _____

My Commission Expires: _____