ARLINGTON TOWNSHIP
52022 34th Avenue, Bangor MI 49013
269-427-7300
www.arlingtontownship.com

Site / Sketch Plan Review Application

OFFICE USE ONLY	Application #
Application Received & (Fee if Applicable)	Date
	By
	Check # (if applicable)
	Fee Amount (if applicable)

Property Owner(s) Name		**Applicant(s) Name (if not the property owner)**	
Mailing Address		**Mailing Address**	
City, State, Zip Code		**City, State, Zip Code**	
Phone	**Email**	**Phone**	**Email**

Type of Project or Improvement on Property: **Number of Proposed Dwellings:** _____

_____ New Construction _____ Addition _____ Alteration / Repair _____ Other _____

Address/Location of the Property:

Location is on: N S E W of _____ Road

Between _____ & _____ Roads

Property is Currently Zoned as:

Ag Com Ind R-1 R-2 R-3

Do you propose a change in zoning, if so, to what?

Parcel Number:

80 – 03 – _____ – _____ – _____

Zoning of Surrounding Parcels:

North: _____ South: _____ East: _____ West: _____

Existing Lot Dimensions:

Width _____ Ft. x Depth _____ Ft. = Lot Area _____ Sq. Ft.

Number of Existing Dwellings: _____

Currently on Property:

Sanitary Facilities: Sewer -_____ Septic -_____ Nothing -_____

Water: Municipal -_____ Private Well -_____ Nothing -_____

Existing Principal Building:

Dimensions: Width _____ Ft. x Depth _____ Ft. = Total first floor area, including covered porch/deck: _____ Sq. Ft.

Setbacks: Front: _____ Ft. Rear: _____ Ft. Side: _____ Ft. Other Side: _____ Ft. Height/Stories: _____

Existing Accessory Building(s): (Garage, Carport, Pole Barn, Shed, Pool, Etc.) (For 2 or more structures, continue on the back)

1. Dimensions: Width _____ Ft. x Depth _____ Ft. = Total first floor area, including covered porch/deck: _____ Sq. Ft.
   Setbacks: Front: _____ Ft. Rear: _____ Ft. Side: _____ Ft. Other Side: _____ Ft. Height/Stories: _____

Proposed Construction: (For 2 or more structures, continue on the back)

1. Dimensions: Width _____ Ft. x Depth _____ Ft. = Total first floor area, including covered porch/deck: _____ Sq. Ft.
   Setbacks: Front: _____ Ft. Rear: _____ Ft. Side: _____ Ft. Other Side: _____ Ft. Height/Stories: _____

Please Provide

- **Completed Application**
- **Site Plan** (required for Com & Ind Projects) prepared by a Professional or **Sketch Plan** (required for Ag & Res Projects) (Refer to the Back Side of this Form for **Site / Sketch Plan Instructions**)
- **If** the Planning Commission is only meeting to review the Site plan, include a check for $500.00, payable to Arlington Township. This fee general applies to Com & Ind projects.

It is the owner(s) / applicant's responsibility to provide all necessary documentation, to obtain all required permits, and to meet all zoning ordinance requirements. I hereby grant permission for members of the Planning Commission and Zoning Administrator to enter the above-described property for the purpose of gathering information related to this application.

Owner(s) Signature		**Applicant's Signature (if not the property owner)**	
Print Name(s):	**Date:**	**Print Name:**	**Date:**

OFFICE USE ONLY

I hereby certify that I have reviewed this application and site / sketch plan as it pertains to Arlington Township's Zoning Ordinance. This is not a permit for building or construction.

Site / Sketch Plan Review Application: **____ Approved** **____ Denied**

Comments: _____

_____ _____

Signature of Zoning Administrator Date

Property Owner(s) Name	Applicant(s) Name (if not the property owner)

Continued from the Front – Existing Accessory Building(s): (Garage, Carport, Pole Barn, Shed, Pool, Etc.)

2. Dimensions: Width _____ Ft. x Depth _____ Ft. = Total first floor area, including covered porch/deck: _____ Sq. Ft.
   Setbacks: Front: _____ Ft. Rear: _____ Ft. Side: _____ Ft. Other Side: _____ Ft. Height/Stories: _____
3. Dimensions: Width _____ Ft. x Depth _____ Ft. = Total first floor area, including covered porch/deck: _____ Sq. Ft.
   Setbacks: Front: _____ Ft. Rear: _____ Ft. Side: _____ Ft. Other Side: _____ Ft. Height/Stories: _____

Continued from the Front – Proposed Construction:

2. Dimensions: Width _____ Ft. x Depth _____ Ft. = Total first floor area, including covered porch/deck: _____ Sq. Ft.
   Setbacks: Front: _____ Ft. Rear: _____ Ft. Side: _____ Ft. Other Side: _____ Ft. Height/Stories: _____
3. Dimensions: Width _____ Ft. x Depth _____ Ft. = Total first floor area, including covered porch/deck: _____ Sq. Ft.
   Setbacks: Front: _____ Ft. Rear: _____ Ft. Side: _____ Ft. Other Side: _____ Ft. Height/Stories: _____

Site / Sketch Plan Review Application Information

Please complete the Zoning Compliance Application for Permit.

A Zoning Permit is required for all new construction, addition, or alteration to existing structures. This requirement basically applies to any new 'footprint' or change to an existing 'footprint' on your property.

The purpose of a zoning permit ensures projects adhere to established zoning regulations or ordinance. The regulations/ ordinance dictates how land can be used and developed in a particular zoning district. Property line setbacks, dimensions and placement of structures, location of utilities, environmental factors, and land characteristics are all considered in zoning regulations.

The zoning permit legally confirms that a property's use and structure has met local zoning requirements which protect both the community and property owner. This is important for orderly community development and protecting property values.

Site / Sketch Plan Instructions

The review process for construction plans differs between **Agricultural / Residential** (Ag & Res) and **Commercial / Industrial** (Com & Ind) projects. **Include at least two copies of the site or sketch plan drawing & one drawing in electronic format (pdf, jpeg), if possible.**

Commercial / Industrial Plans are more complex and include parking design, traffic flow, ADA compliance, fire accessibility, landscaping and infrastructure. These plans must be prepared by a professional with their identification and seal (architect, engineer, land surveyor, etc.).

Agriculture / Residential Plans focus on boundaries of the property, building placement, utilities and setbacks. For these plans prepare a sketch with the information below.

Provide a legible ample sized drawing with appropriate details of the proposed project. Draw and Label to Scale (use feet for all dimensions). Include all the following:

1. North arrow
2. Dimensions of property
3. Roads, driveways, and easements
4. Unique features such as forested areas, steep slopes, wet soil areas, bodies of water
5. Current and proposed structures/additions with dimensions (include height)
6. Distance between current and proposed structures/additions
7. Current and proposed well, septic, drain field or sewer and water lines
8. Other utility lines
9. Setbacks to all structures/additions, current and proposed, (to property lines, septic, water bodies, roadways/easements)

Submit the Site / Sketch Plan Review Application & Drawings, with Fee (if applicable), to the Arlington Township office.