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

Zoning Compliance Application for Permit

OFFICE USE ONLY	Application #
Application & Fee Received	Date
	By
	Check #
	Fee Amount

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**

Proposed Project Name and/or Use of the Property:

Address/Location of the Property:	**Legal Description of Property (Lot # - Metes & Bounds):** Parcel Number: 80 – 03 – _____ – _____ – _____ *(May attach copy of deed or tax assessment documents)*
Total Acreage or Lot Size of the Property:	**Property is Currently Zoned as:** (refer to the back of this form) Ag Com Ind R-1 R-2 R-3

Is the property subject to a Special Use? (If yes, describe) ____ Yes ____ No	**Are there any Deed Restrictions?** ____ None _____ Attached

Current Use of Property (Describe any current structures on the property):

Refer to the Zoning Compliance Fee Schedule for the Permit Cost Associated with this Project

Please Provide
- **Completed Application**
- **Check** in the Amount of $_____ made **Payable to 'Arlington Township'**
- **Site** or **Sketch Plan**: Refer to the 'Site / Sketch Plan Review Application' document – Information & Instructions

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 as it pertains to Arlington Township's Zoning Ordinance. If this application is determined to be in compliance, approval of this application grants a permit for the proposed use as described in this document. This is not a permit for building or construction.

Zoning Compliance Application for Permit: ____ Approved ____ Denied

Comments: _____

_____ _____
Signature of Zoning Administrator Date

Zoning Districts

Ag = Agricultural District
Com = Commercial District
R-1 = Residential – Low-Density District
Ind = Industrial District
R-2 = Residential – One & Two Families (includes Mobile Home Park)
R-3 = Residential – Very Low-Density District

Zoning Compliance Application for Permit
Information and Instructions

Completing a Zoning Compliance Application is the first step in obtaining a Zoning 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. Refer to the list of **'Property Uses' Requiring a Zoning Permit** below.

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.

1. Complete the Zoning Compliance Application for Permit, Site / Sketch Plan Review Application & Check for the Applicable Project Fee.
2. Submit the applications, site or sketch plan drawings and payment to the Arlington Township office. Include at least two copies of the site or sketch plan drawing & one drawing in electronic format (pdf, jpeg), if possible. The application and plan will not be reviewed until the required fee has been paid.
3. The Zoning Administrator will review the applications and site or sketch plan to affirm that the proposed project (new construction, addition, alteration, etc.) complies with Arlington Township's Zoning Ordinance.
4. After the Zoning Administrator reviews the applications and site or sketch plan, a compliance determination will be made to approve or deny the applications/plan. If the applications and site or sketch plan are approved, the zoning permit will be granted. If the applications/plan is denied, more information may be needed or a special land use, rezoning, or variance may be required. The Zoning Administrator will make an initial visit to the property where the project will occur and then periodically, thereafter, to check on the progress of the project.
5. After the Zoning Permit is granted, a completed Building Permit Application will be required with the Applicable Fee Payment. Refer to the Building Permit Application document.
6. Submit the Building Permit Application and Payment to the Township office. The application will be forwarded to the Building Inspector only after the required fee has been paid.

'Property Uses' Requiring a Zoning Permit

- Fence, Sign, Pool
- Deck, Patio, Porch (Uncovered & Covered)
- Gazebo, Pergola (Covered)
- Greenhouse, Pool House, Shed
- Carport, Garage, Pole Barn, & Other Similar Projects
- Addition to Existing: Residence, Multi-Family Residence, Commercial & Industrial Building
- New Construction: Residence (includes Manufactured), Multi-Family Residence, Commercial & Industrial Building