

WHITEWATER TOWNSHIP GUIDELINES FOR LAND USE PERMITS (LUP's)

Zoning Department
5777 Vinton Road
P.O. Box 159
Williamsburg, MI 49690
231.267.5141 Ext 21
zoning@whitewatertownship.org

The following are guidelines for Land Use Permits in Whitewater Township. The intent of these guidelines is to address the information that is required to streamline the process of review. Applications will NOT be accepted unless ALL information and fully completed application are submitted.

Submit ALL of the following:

1. Completed LUP Application – **ALL TAXES MUST BE PAID** (taxes are billed in rear and are due at the time the tax bill is received)
2. Two (2) sets of construction plans. One will be returned to you upon approval.
3. Site Plan/Plot Plan with all setbacks/dimensions (to include the following):
 - Name of Owner
 - Parcel ID Number
 - Property Address
 - North Arrow
 - Scale
 - Existing and/or Proposed Structures (including fencing)
 - Existing and/or Proposed Driveways
 - Road Right of Way and/or Utility Easements
 - Septic Field, Well
 - Bodies of Water
 - Wetlands/Environmentally Sensitive Areas
4. Blue Print & Elevation Drawings
5. Proof of Ownership *OR* Letter of Authorization from Owner

**setbacks are measured from the edge of the eave, not foundation*

Additional Requirements:

If the property is vacant with no address: An address will need to be established with Grand Traverse County Equalization (231)922-4775

For new construction, replacement of mobile homes, and additions: A permit/approval from the Grand Traverse County Health Department (231)995-6051

If you are located near a body of water, retention basin, or steep hill: A permit/approval from Grand Traverse County Soil Erosion (231)995-6041

Three (3) inspections are REQUIRED. It is the applicant's responsibility to schedule accordingly.

1. Staking inspection: Staking of all corners of structure before building starts
2. When building foundation forms are in place and/or poles are set
3. Final Inspection: Call when construction is complete to obtain occupancy permit

**no one is required to be at the site at the time of inspections*

The land owner carries the ultimate responsibility of insuring that the property is correctly staked and the structures have the proper setbacks from the property lines.

You will need to take your Land Use Permit to Grand Traverse County Construction Code for a building permit (231)995-6044. Land Use Permits must be posted until construction is complete.

WE STRONGLY SUGGEST YOU CONSIDER A LAND SURVEY

Date Received: ____/____/____

Permit Number: _____

Form Number: _____

WHITEWATER TOWNSHIP
LAND USE PERMIT APPLICATION

LAND USE PERMITS ARE VALID FOR ONE (1) YEAR

Owner Name: _____	Agent Name: _____
Street: _____	Street: _____
City: _____	City: _____
Ph: _____	Ph: _____
Email: _____	Email: _____
Property Address: _____	
Tax ID # 28-13- ____ - ____ - ____	Zoning District: _____ Flood Zone: _____
Home: ____ Garage: ____ Accessory: ____	Size: ____ Bedrooms: ____ Bathroom: ____
Basement: Poured Wall ____ or Block ____ Structure within 500' of Lake, River or Stream: _____	

THIS PERMIT APPLICATION AND INSPECTIONS UNDER IT ARE NOT TO BE CONSTRUED AS ESTABLISHING LEGAL RESPONSIBILITY FOR THE DESIGN OR CONSTRUCTION OF THE BUILDING, PREMISES OR SANITARY SYSTEM. PROPERTY OWNERS, BUILDERS AND CONTRACTORS ARE RESPONSIBLE FOR OTHER FEDERAL, STATE AND COUNTY CODE COMPLIANCE AND REASONABLE CARE IN CONSTRUCTION.

**** ALL PROPERTY TAXES MUST BE CURRENT BEFORE A PERMIT IS ISSUED. ****

TREASURER: _____ DATE: _____

EMERGENCY PERSONNEL TRY THEIR BEST TO RESPOND TO CALLS IN A TIMELY MANNER, OFTEN WHILE NEGOTIATING DIFFICULT TERRAIN. DEFICIENCIES IN YOUR PROPERTY ACCESS POINTS COULD INCREASE AND/OR SEVERELY LIMIT EMERGENCY RESPONSE CAPABILITY.

The undersigned agrees to the provisions of this LAND USE PERMIT APPLICATION and also allows the ZONING/PLANNING DEPARTMENT personnel the right to inspect the described property.

Owner Signature: _____ Date: ____/____/____

Agent: _____

Office Use Only:

Date: ____/____/____ Approved: ____ or Denied: ____ Fee Tendered: ____ Check #: _____

Permit Description: _____

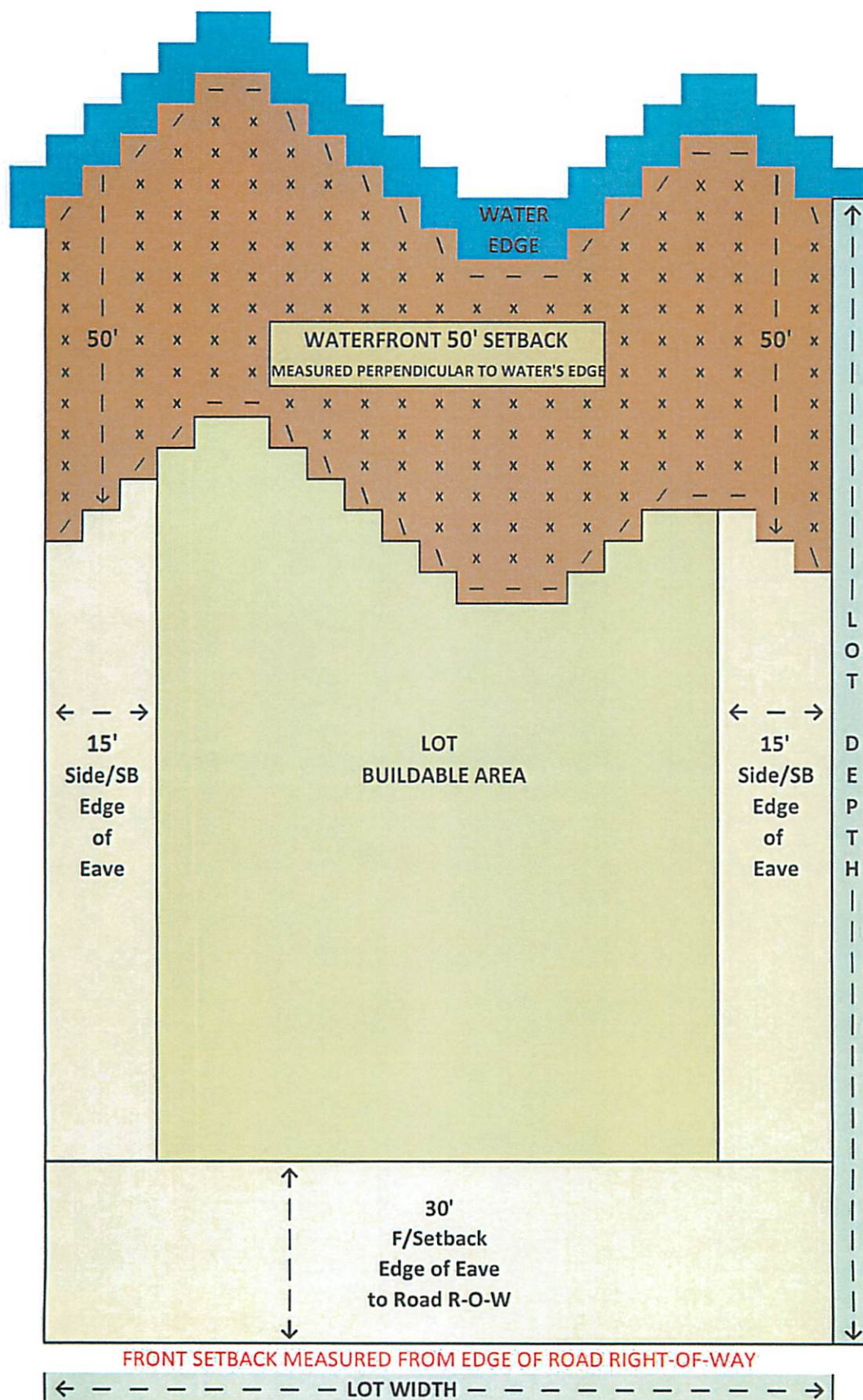
Zoning Administrator: _____

Date: _____

(231) 267-5141 (Ext. 21)

Permit Revised 01/30/18

EXAMPLE OF
WATERFRONT SETBACKS



ARTICLE XII
BUILDING SIZES, LOT SIZES AND YARD REQUIREMENTS

(Effective July 28, 2017)

Section 12.10 Building Sizes, Lot Sizes and Yard Requirements Applicable to All Districts

- A. Each dwelling or other main building hereafter erected in any district shall have a permanent foundation and a minimum of seven hundred (700) square feet of floor space, not including breezeways, porches and garages, unless specifically exempted elsewhere in this Ordinance.
- B. The floor area of a mobile home shall be that stated as the manufacturer's declared measurements.
- C. Campground cabins shall not exceed six hundred and fifty (650) square feet including covered porches.
- D. All structures, lots, and structure setbacks from property lines shall comply with the regulations established in Article XII of this Ordinance, unless specifically exempted elsewhere in this Ordinance.

Section 12.11 Schedule of Regulations

(see next page for table)

NOTES:

- 1. No structure shall be built within the minimum yards required except when expressly allowed elsewhere in this Ordinance.
- 2. In no case shall a lot or parcel having frontage on the Boardman River or its tributaries be less than two hundred (200) feet wide at the water's edge or the building setback line, or be less than two hundred (200) feet deep.
- 3. The water's edge shall be considered to be the ordinary high water mark.
- 4. A dock may be constructed parallel to the bank, not exceeding ten (10) feet in length and not protruding in the stream, and when constructed of natural materials such as rocks or logs.
- 5. Variance provisions for the width-to-depth ratio will be found in General Ordinance 26, Land Division Ordinance, Section VII D.

Section 12.12 Hardship

No requirements contained in this Article shall prevent the use of a lot or parcel of land of lesser size, provided the same was of legal record or had been laid out by a registered surveyor prior to the effective date of this Ordinance; and provided, further, that as to any lot or parcel of land not of legal record or so laid out on the date of passage of this Ordinance, if any conditions shall create a hardship in complying with the restrictions contained in this Article, then the Planning Commission may grant deviation therefrom after first determining that the same shall not be inimical to the public health, safety or welfare.

12.11 Schedule of Regulations

Effective 04/09/2017

Zones	Minimum Lot Width (at front yard setback line)	Minimum Lot Area (in square feet, unbroken by any road street or thoroughfare)	Front Yard (Minimum Structure Setback in feet) Note 1	Side Yards (Minimum Structure Setback in feet) Note 1	Rear Yard (Minimum Structure Setback in feet) Note 1	Maximum Structure Height	Maximum Structural Coverage of Lot (building footprint)	Minimum Width:Maximum Depth ratio regulating lot shape	Land Use Regulated in Setbacks (see applicable zone regulations)
R-1	100'	20,000	30'	15'	30'	35'(*)		1:4	
R-2 Single Family	100'	12,000	30'	15'	30'	35'(*)		1:4	
R-2 Two Family	120'	22,000	30'	15'	30'	35'(*)		1:4	
R-3 Single Family	100'	12,000	30'	15'	30'	35'(*)		1:4	
R-3 Multi Family	120'	11,000 per dwelling	30'	15'	30'	35'(*)		1:4	
A-1	200'	40,000	30'	15'	30'	35'(*)		1:4	
RC-1	300'	5 acres	30'	15'	30'	35'(*)		1:4	
C-1	100'		50'	10'	30'	35'(*)	40%	1:4	Yes
N	100'		50'	Total 30% of width but not less than 15'	30'	35'(*)	40%	1:4	Yes
MHP	300'	17 acres	Per Statute	Per Statute	Per Statute	35'(*)		1:4	
SPECIAL SITUATIONS:	(except for the specific requirement stated, the regulations for the underlying zone shall remain unchanged)								
Frontage on Boardman River and tributaries. See note 2	200'		100' from water's edge. Notes 3, 4						Yes
Frontage on all other Lakes and Streams			50' from water's edge. Note 3						Yes
M-72 in A-1 Zone			100'						
Supply Road			150'						
Old M-72 in C-1 Zone			30'	0					Yes
Enclosures/structures for livestock, domestic animals (except house pets)		2-1/2 acres	100'	100'	100'				
M-72 in C-1, R-3 & N Zones (*) or 2-1/2 stories above grade	100'		75'		30'		33%	1:4	Yes

WHITEWATER TOWNSHIP FEES FOR LAND USE PERMITS (LUP's)

DESCRIPTION	FEE
Late Fee	\$200
(Does not apply to Home Occupation, Private Road, or Sign Permit)	
<u>Land Use Permit – Residential</u>	
Single Family Home	\$75
Addition, Accessory structures >120 ft ²	\$50
Peripherals (i.e. pool, seawall, tennis court, deck, fence, porch)	\$25
Multiple Family Structures	\$50 per unit
Home Occupation Permit	\$25
Sign Permit	\$25
Reinspection Fee	\$25
Sheds <120 ft ²	N/C
<u>Land Use Permit – Agricultural</u>	
Accessory Structure	N/C
Sign – Farm Market	N/C
<u>Land Use Permit – Commercial</u>	
Primary Building	\$200**
Addition/Accessory Structure/Peripherals	\$75
Sign Permit	\$50
Temporary Construction Trailer	\$50**
Temporary Sign Permit	\$10
Special Events for Established Businesses on Site	N/C
Reinspection Fee	\$50
<u>Land Use Permits – Miscellaneous</u>	
Sign Permit – Temporary – Non Profit Org.	N/C
Seasonal Sales (non farm market)	\$25
Temporary Special Events – Non Profit Org.	\$25**
Temporary Special Events – For Profit	\$150**
Temporary Residential Camping Permit – per year	\$10
Temporary Residential Structures – per six months	\$100**

**The Zoning Administrator may require a performance guarantee per the requirements of Article 25

