

POLKTON CHARTER TOWNSHIP
Ottawa County, MI.

FOR AGRICULTURAL USE STRUCTURES
APPLICATION INSTRUCTIONS

Building permits may be required for all other Accessory Buildings within all zoning districts.

INSTRUCTIONS TO APPLICANT:

1. Complete the application and site diagram (pages 2, 3 and 4) which must comply with the setback requirements for our zoning (pages 2, 3 and 4)
2. Attach proof of ownership. (i.e.: Tax bill or Copy of Deed)
3. **Enclose** a non-refundable application fee of \$100.00 for a single structure.

Make checks payable to: Imperial Municipal Services

4. Deliver the completed application and payment to IMS as below:

**IMPERIAL MUNICIPAL SERVICES
263 NORTHLAND DR.
ROCKFORD, MI 49341**

If you have any questions regarding construction requirements, please contact the Zoning Administrator at Imperial Municipal Services: 616-863-9294 / 1-800-442-2794

SETBACK REQUIREMENTS

The Polkton Township Zoning Ordinance includes setback requirements for all zoning districts. View these at the Township office or on the Township website at www.polktontownship.com

POLKTON CHARTER TOWNSHIP
OTTAWA COUNTY, MI

ZONING PERMIT APPLICATION
for
Agricultural Accessory Buildings

APPLICANT: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE #: Daytime _____ Evening _____

ADDRESS OF PROJECT (if different from above) _____

PERMANENT PARCEL NUMBER: _____

ZONING DISTRICT: _____

ZONING DISTRICT(S) ADJACENT TO PROJECT: _____

PROPOSED PROJECT AND **INTENDED USE**: _____

ANTICIPATED COMPLETION DATE: _____

SIGNATURE _____
(Confirms plan to build building in accordance to the application)

Please include proof of ownership of property with the application (e.g., tax bill/deed)

OFFICE USE:

Date application received: _____
Amount Paid: _____
Received by: _____
Date Approved: _____
Zoning Permit Number: _____

Polkton Charter Township

Site Diagram Instructions

In coordination with Chapter 16A.03/16A.06A

Use a separate sheet(s) to draw a diagram showing all of the following items:

1. A scale drawing of dimensions of the lot or acreage and a view of neighboring properties.
2. The locations, with the distances to the lot lines, of all existing and proposed structures.
3. A drawing with dimensions (front, side, rear sides; height to peak of structure) of proposed structures (including outdoor lighting).
4. The distances between all existing and proposed structures.
5. The location of all roads bordering or on the property.
6. The location of ponds, rivers, creeks, drainage courses, wetlands, and floodplains on the property.
7. The location of any known power and gas lines on the property.
8. The location of any easements on the property.
9. A North arrow indicating the direction of North.
10. Indicate if property in or near a Flood Plain

Note: A copy of an existing survey with the location of the proposed building sketched in and any other required data may be used to fulfill the site diagram requirement.

Polkton Charter Township

Construction Details

Address of Project: _____

Building Dimensions - width x length x height (walls and peak): _____

Type of Construction (circle): Pole 2x4 2x6 Other _____

Roofing Material: _____ Siding Material: _____

Number of Windows: _____ Number of Overhead/ Sliding Doors: _____

Number of Service Doors: _____ Floor Type: _____

Electricity: Yes No Heating/Cooling (HVAC): Yes No Plumbing: Yes No

Do Not Write Below This Line; to be completed by IMS

Setbacks: Front _____ ft. Side 1 _____ ft. Side 2 _____ ft.

Rear _____ ft. Lot Width _____ ft. Lot Area _____ ft.

Distance between buildings _____ ft. Zoning District _____

Zoning Permit Application:

Approved: _____ Denied: _____

Comments: _____

Signature _____ Date: _____

Date of optional Site Inspection: _____ Initials: _____

Setback
Requirements

SECTION 6.04 DISTRICT REGULATIONS.

Land, buildings and structures in the AG-1 District shall comply with the following minimum requirements:

- A. **Minimum Lot Area.** One acre.
- B. **Minimum Lot Width.** One hundred feet.
- C. **Minimum Required Building Setbacks.**
 1. **Front Yard.** Sixty feet
 2. **Side Yard.** For a dwelling and an attached or detached garage, there shall be two required side yards totaling a minimum of 50 feet, but no side yard shall be less than 20 feet; for any other type of building, there shall be two side yards, of at least 60 feet each.
 3. **Rear Yard.** Fifty feet.
- D. **Maximum Height of Buildings and Structures.** Thirty five feet, except permitted communications antennas and towers; provided, however, that this provision shall not apply to barns, silos and other bona fide farm buildings and farm structures.