

POLKTON CHARTER TOWNSHIP
Ottawa County, MI.

APPLICATION FOR AGRICULTURAL SITE PLAN REVIEW

A review and zoning approval are required for the construction of all **Agricultural Use Structures** and any **Shed 200 sq. feet** or less in all zoning districts. (State Building Code Section 105.2)

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

INSTRUCTIONS TO APPLICANT:

1. Complete the enclosed application with site diagram. **Submit seven (7) copies of all required documents with your application).**
2. Attach proof of ownership. (ie: Tax bill or Copy of Deed)
3. **Enclose** a non-refundable application fee of \$100.00 for a single structure.
*Additional fees may be assessed for extended site plan reviews which may cause the Township to seek advise and/or guidance.

Make checks payable to: Polkton Charter Township

4. Deliver the completed application, site plan and payment three weeks (3) prior to the Planning Commission meetings. **Meetings are held monthly on the third Tuesday, 7:00 PM.**

**POLKTON CHARTER TOWNSHIP
6900 ARTHUR ST
COOPERSVILLE, MI 49404**

- Please plan on attending the Planning Commission meeting for which you have submitted your plan. Your site plan will be reviewed for any missing items prior to the meeting and you will be contacted for these items.
- When you have satisfied all requirements and obtained approval from the Planning Commission, you may build.

If you have any questions regarding construction requirements, please contact the Polkton Township Office Monday – Friday, 9:00 AM to 12:00 PM

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

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APPLICANT: _____

ADDRESS: _____

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: _____

The Polkton Township Zoning Ordinance defines an agricultural building as “a building that is designed, constructed and used only to store farm implements, hay, grain and/or other horticultural products, or used for the storage, care and feeding of poultry, and/or livestock. It shall not be a place of human habitation or a place of employment where agricultural products are processed, treated or packaged; nor shall it be a place used by, or open to, the public...”

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

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Planning Commission Construction Details

Permanent Parcel Number: _____

Building Dimensions (width x length x height): _____

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 Planning Commission)

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: _____

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Site Diagram Instructions for Agricultural Use Buildings and Sheds
In coordination with Chapter 16A.03/16A.06A

Attach a separate sheet with a diagram showing all of the following items:

1. The dimensions of the lot or acreage.
2. The locations, with the distances to the lot lines, of all existing and proposed structures.
3. The dimensions of all existing and proposed structures.
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 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.