



Green Oak Charter Township

10001 SILVER LAKE ROAD
BRIGHTON MI 48116

OFFICE: 810-231-1333 FAX: 810-231-5090

www.greenoaktwp.com

Application for Land Use

I. PROJECT INFORMATION		
Property Owner	Address	
City/State	Zip Code	Phone Number
Contractor	Address	
City/State	Zip Code	Phone Number
Job Address	Tax ID	
Lot Number	Subdivision	
Signature	Date	

II. TYPE OF IMPROVEMENT							
<input type="checkbox"/>	Address	<input type="checkbox"/>	Shed < 200 s.f.	<input type="checkbox"/>	Tree Removal	<input type="checkbox"/>	Other
<input type="checkbox"/>	Fence	<input type="checkbox"/>	Re-countering of land	<input type="checkbox"/>	Grading	<input type="checkbox"/>	

III. INFORMATION REQUIRED
Two copies of a drawing, drawn to scale, showing the following:
1. Location, shape, area and dimensions for the lot or acreage.
2. Location of the proposed construction, alteration or repair upon the lot or acreage affected, along with existing structures, wells and disposal systems.
3. Dimensions, height, bulk of structures and setback lines.
4. Nature of the proposed construction, alteration or repair and the intended uses.
5. Present use being made of any existing structure affected and any proposed change in the use thereof.
6. Show ownership of property affected by the permit

Zoning Administrator Approval:	Date:
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Sec. 38-43. Building and land use permits.

(a) *Required.* Excavation for, erection of, addition to, alteration or moving of, any building or structure, or the grading, leveling or re-contouring of land, or the removing of trees in connection with such activities shall not be undertaken, nor shall any activity or change of use be commenced until the proper permit has been issued by the administrator. Except upon a written order of the zoning board of appeals, no such building and land use permit or certificate of use and occupancy shall be issued for any building or structure where the construction, addition, alteration, or use thereof would be in violation of any of the provisions of this chapter.

(b) *Exception.* Permits shall not be required for temporary structures, or for minor alterations or repairs costing \$500.00 or less which are made to existing structures, or the wrecking of buildings and structures of less than 1,000 cubic foot capacity.

(c) *Applications.* Application for a building and land use permit shall be made to the administrator, signed by the person requesting the permit or the duly authorized agent of such person. For uses requiring a site plan, the administrator shall not issue a land use permit until the provisions of division 2 of this article, pertaining to site plan review, have been satisfied. For uses not requiring a site plan, there shall be submitted with all applications for building and land use permits, two copies of a drawing, drawn to scale, showing the following:

- (1) Location, shape, area and dimensions for the lot or acreage.
- (2) Location of the proposed construction, alteration or repair upon the lot or acreage affected, along with existing structures, wells and disposal systems.
- (3) Dimensions, height, bulk of structures and setback lines.
- (4) Nature of the proposed construction, alteration or repair and the intended uses.
- (5) Present use being made of any existing structure affected and any proposed change in the use thereof.
- (6) Any other information deemed necessary by the administrator to determine compliance with this chapter and to provide for the enforcement thereof.

(d) *Evidence of ownership.* All applicants for building and land use permits shall have available for the administrator's inspection, evidence of ownership of all property affected by the permit, and shall submit the evidence upon the request of the administrator.

(e) *Issuance.* If the administrator finds the application conforms to the requirements of this section and other laws, codes and ordinances pertaining to use and occupancy, he shall mark, over his signature, all copies of the application as "approved," and one copy of the application shall be retained by the administrator and another copy shall be returned to the applicant, stating the extent of the work authorized. The approval of the application and the issuance of the permit shall not be binding upon the township board or the zoning board of appeals, in case it is subsequently discovered that the plans or the completed building do not conform to the requirements of this chapter.

(f) *Voiding action.* Any building and land use permit granted under this section shall be null and void unless the development proposed shall have its first zoning inspection within six months of the date of granting the permit. The administrator shall give notice by certified mail to the holder of a permit that is liable for voiding action before voidance is actually declared. Such notice shall be mailed to the permit holder at the address indicated on the permit application. The administrator may suspend or revoke a permit issued under the provisions of this section whenever the permit is issued erroneously on the basis of incorrect information supplied by the applicant or his agent, or is in violation of any of the provisions of this chapter or of any other laws, codes or ordinances pertaining to use or occupancy.

(g) *Inspections.* The construction or use covered by any building or land use permit shall be subject to the following inspections:

- (1) At the time of staking out of lot corners and building foundations at all building corners.
- (2) Upon completion of the work authorized by the permit, and it shall be the duty of the holder of every permit to notify the administrator when the construction is ready for inspection. Failure to make proper notification of the time for inspection shall automatically cancel the permit, and require issuance of a new permit before construction may proceed or occupancy may be permitted.
- (3) All normal inspections required by the current building code in effect in the township.
- (4) At the time a land use activity is commenced.

(Ord. eff. 1-31-1993, § 3.3; Ord. eff. 11-7-1994)