

**REMINDER!!**

It is the responsibility of the PERMIT HOLDER to notify the Zoning Administrator with at least 2 WORKING DAYS notice so that an inspection can be made, **AFTER THE TRENCHES ARE DUG, THE BOARDS ARE IN PLACE, BUT PRIOR TO POURING FOR FOOTINGS CONSTRUCTION.**

TELEPHONE # 231 946-2249, ext. 14

**A \$300 FEE WILL BE ASSESSED FOR FAILURE TO MAKE THE NOTIFICATION PRIOR TO FOOTINGS CONSTRUCTION.**

**PROJECTS STARTED BEFORE A LAND USE PERMIT IS ISSUED ARE SUBJECT TO A \$500 FEE**

Article 17, Sec. 17.2, item 6  
Long Lake Township Zoning Ordinance #60, as amended



**APPLICATION – LAND USE PERMIT (L.U.P.)  
LONG LAKE TOWNSHIP**

PROPERTY OWNER:

NAME: \_\_\_\_\_ - CELL NO. \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ - PHONE NO: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_, ZIP \_\_\_\_\_ FAX NO. \_\_\_\_\_  
PROOF OF OWNERSHIP: \_\_\_\_\_ On File with the Township \_\_\_\_\_ New ownership (Copy of Registered Deed)

BUILDER/APPLICANT FOR PROPERTY OWNER:

NAME: \_\_\_\_\_ - CELL NO. \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ - PHONE PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_, ZIP: \_\_\_\_\_ - FAX NO. \_\_\_\_\_

PROPERTY NO. 28-08-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

SITE CONDO/SUB \_\_\_\_\_ LOT/UNIT NO. \_\_\_\_\_, SEC. # \_\_\_\_\_. Z.D. \_\_\_\_\_

**BEFORE a LUP** application can be issued, the following G. T. County permits, where applicable, are required.

Health Department Permit # \_\_\_\_\_; Date of issuance: \_\_\_\_\_, 20 \_\_\_\_\_.  
Soil Erosion Permit # \_\_\_\_\_; Date of issuance: \_\_\_\_\_, 20 \_\_\_\_\_.  
Driveway Permit # \_\_\_\_\_; Date of issuance: \_\_\_\_\_, 20 \_\_\_\_\_.

CHECK TYPE OF CONSTRUCTION PROJECT:

|                               |                          |                        |
|-------------------------------|--------------------------|------------------------|
| Single Family Dwelling: _____ | Accessory Bldg. _____    | Commercial Bldg: _____ |
| "SFD" Addition: _____         | Multiple Dwelling: _____ | Deck/porch: _____      |
| Change of Use: _____          | Fencing: _____           | Other: _____           |

Please state: Dimensions of the building(s)? Number of stories? Basement (full, walkout or crawl)?  
Dimensions & Height of decks, porches, (covered?), Dimensions of attached/detached garage? Fences,  
length & height? etc. # of Bedrooms: \_\_\_\_\_, # of Bathrooms: \_\_\_\_\_,  
\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Plot/Site Plan attached:** A Plot/Site Plan is a **REQUIRED** part of the L.U.P. application. The Plot Plan should be to SCALE, with dimensions of the property, location of all existing & proposed structures with distances from the front, side, rear and lake front property lines, North arrow, locations & name of road frontage(s), any easements, and location of well & septic

Fee: \$ \_\_\_\_\_ (The Fee is Due when the application is submitted) Check # \_\_\_\_\_ Cash \_\_\_\_\_  
\_\_\_\_\_, Date: \_\_\_\_\_, 20 \_\_\_\_\_  
Owner signature (required)

(NOTE: "In signing this application, the property owner agrees to on-site inspections by Long Lake Township Zoning, Planning and/or Assessing officials, necessary to ascertain compliance, completion and value of the content of the LUP")  
\_\_\_\_\_, Date: \_\_\_\_\_, 20 \_\_\_\_\_  
Builder/Applicant signature

LUP # issued: \_\_\_\_\_, Date: \_\_\_\_\_, 20 \_\_\_\_\_ (if denied, written statement of reason(s) for)  
\_\_\_\_\_, Date Received: \_\_\_\_\_, 20 \_\_\_\_\_  
Zoning Administrator signature (required)

## INSTRUCTIONS FOR OBTAINING A LAND USE PERMIT (L.U.P.)

LONG LAKE TOWNSHIP  
8870 NORTH LONG LAKE ROAD, TRAVERSE CITY, MI 49684  
(231)946-2249, ext. 14 - FAX (231)946-4573  
e-mail address: zoning@longlaketownship.com

The township zoning administrator has been appointed to issue Land Use Permits for conforming land uses and to act as the inspector to determine compliance with the township Zoning Ordinance, Subdivision Control Ordinance 3B and Land Division Ordinance #34.

**Construction or authorized land use SHALL NOT begin until AFTER a Land Use Permit has been issued. The LUP is required to be posted & notification made to the township for a site inspection of the trenches at least 2 business days before the footings are poured, as shown on the approved Site Plan. [A \$500 fee can be levied for beginning a project before a LUP is issued and a \$300 fee can be levied for failure to notify the township prior to the pouring of the footings].**

**BEFORE** a Land Use Permit can be issued, the following permits, where applicable, including number and date issued, are required to be obtained by the applicant. (Grand Traverse County = G.T.C)

- 1) G.T.C. Health Department, 2650 Lafranier Rd., Traverse City, MI 49686. (231) 995-6022 [best to call before 9:30 a.m.]
- 2) G.T.C. Drain Commissioner, Public Services Bldg., 2650 Lafranier Rd., Traverse City, MI 49686 (231) 995-6042. (A Soil Erosion permit is required if the proposed project is within 500 feet of a Lake, Stream, or Wetlands, grading of land area over one acre in size, site has a 10% or greater slope, a commercial project, and/or roads for approved land division)
- 3) G.T.C. Road Commission, 1881 Lafranier Rd., Traverse City, MI 49686. (231)922-4848. (A permit is required for a new driveway or for land division.
- 4) Michigan Department of Environmental Quality (MDEQ). Any project at the water's edge, wetlands, shoreline protection, etc. (989)731-4920 Dave Jentoft – 2100 West M-32, Gaylord, MI 49735.

### TOWNSHIP LAND USE PERMIT

A complete application, with owner's name, address & phone # and the applicant/builder's name, address & phone #; any of the necessary permits as stated above; property #, address and description of the proposed project ["SFD" with attached/detached garage, basement, crawl, deck, covered porch, etc., and dimensions].

- 1) An accurate Plot/Site Plan, which includes the dimensions of the parcel, dimensions of all existing and proposed structures, the distance between structures and from the property lines.
- 2) The appropriate **FEE** has been paid, at the time of submittal, according to the Township Fee Schedule.
- 3) The Zoning Administrator will review the completeness of the application, determine if the proposed use meets the requirements of the zoning district, including setbacks. If the application and plot plan meet the requirements, a Land Use Permit will be issued within 3 business days.

If the proposed land use does not comply with the Township Zoning Ordinance, Private Road Ordinance #49 or Land Division Ordinance #34, the applicant will be informed that a Land Use Permit cannot be issued and why.

**AFTER** a Township L.U.P. is issued, where applicable, the applicant SHALL obtain necessary *Building Permits* from the G.T.C. Construction Code Office. 2650 Lafranier Rd., Traverse City, MI 49686 (231) 995-6044 and *Electrical, Mechanical & Plumbing Permits*, 2650 Lafranier Rd. Traverse City, MI. 49686, (231) 995-60490

**Note:** Land Use Permits are issued from 8:00 a.m. – 5:30 p.m. Tues. through Fri. at Long Lake Township Hall, 8870 N. Long Lake Rd., Traverse City, MI 49684. Phone (231) 946-2249, extension 14.

## PLOT/SITE PLAN CHECK-OFF LIST

This check list is meant to assist in the drawing of an accurate plot/site plan. The more complete the drawing is the better.

The PLOT/SITE Plan shall be drawn to scale with dimensions large enough to be easily read and reproduced.

The Plot Plan drawing should include the following:

1. \_\_\_\_\_ Dimensions of the Parcel
2. \_\_\_\_\_ Note size of parcel (acreage or fraction thereof)
3. \_\_\_\_\_ North arrow
4. \_\_\_\_\_ Location and name of road frontage
5. \_\_\_\_\_ Location of any easements on property
6. \_\_\_\_\_ Location of easements on adjoining property (septic easement for this parcel on adjoining property)
7. \_\_\_\_\_ Dimensions of all existing and proposed structures (footprint), Note height
8. \_\_\_\_\_ Distances of **ALL** setbacks from front, side and rear property lines. The distance from the ordinary high water mark on lakes, streams, and wetlands to structures.
9. \_\_\_\_\_ Distance of structures from each other
10. \_\_\_\_\_ Note location of existing and/or proposed well and septic

# LONG LAKE TOWNSHIP

## PLOT/SITE PLAN FORM

PROPERTY ID #28-08-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ OWNER:\_\_\_\_\_

CONDO/SUB: \_\_\_\_\_ LOT # \_\_\_\_\_ ADDRESS: \_\_\_\_\_

L.U.P. # \_\_\_\_\_, DATE APPROVED: \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
ZONING ADMINISTRATOR

**NORTH**

**Long Lake Township**  
 8870 North Long Lake Road Traverse City, MI 49684  
 231-946-2249 FAX 231-946-4573

**Fees are non-refundable**

| <b><u>RESIDENTIAL LAND USE PERMITS (L.U.P.)</u></b>                                 | <b><u>AMOUNT</u></b> |
|---|----------------------|
| *Single Family Dwelling-(with or without garage or carport)-L.U.P.                  | \$ 50.               |
| **Multiple Family Dwellings (per unit)  | 50.                  |
| Additional Inspection Fee   | 10.                  |
| *Residential Additions- (includes changes in use)-L.U.P.                            | 50.                  |
| Change of Use   | 20.                  |
| *Accessory Buildings (Attached, Detached, Pole Bldgs, Carport, Gazebo, etc.)-L.U.P. | 50.                  |
| *Miscellaneous Structures-(includes swimming pools, decks, covered porches, etc.)   | 30.                  |
| *Temporary Uses (6 months)-L.U.P.   | 30.                  |
| *Private Road Application   | 100.                 |
| *Fences   | 20.                  |
| *Home Occupation – LUP  | 50.                  |

| <b><u>COMMERCIAL LAND USE PERMITS (L.U.P.)</u></b>                              |      |
|---|------|
| **Commercial and/or Industrial Structures                                       | 100. |
| **Commercial and/or Industrial Additions (including change in use or ownership) | 100. |
| *Signs  | 30.  |
| **Billboards  | 100. |
| *Private Road Application   | 100. |

| <b><u>MEETING FEES</u></b>   |        |
|--|--------|
| **Conditional Land Use (includes Site Plan Review)   | 1,000. |
| **Subdivisions-Platted (includes Site Plan Review)   | 1,500. |
| **Site Plan Review   | 900.   |
| **Administrative Site Plan Review  | 100.   |
| **Zoning Board of Appeals (commercial and/or residential)  | 400.   |
| **Rezoning or Zoning Ordinance Amendment   | 1,300. |
| **PUD (including rezoning of map, Site Plan Review, notices, & public hearing)                   | 1,800. |
| **Land Divisions (per parcel)  | 30.    |
| **PUD (including rezoning of map, Site Plan Review, notices, & public hearing)                   | 1,500. |
| **IFT District Creation  | 700.   |
| **IFT Exemption Certificate  | 700.   |
| ***Sign Notification (on all applications for Site Plan Review, Conditional Land Use & Rezoning) | 30.    |
| **Special Meetings   |        |
| Zoning Board of Appeals  | 750.   |
| Planning Commission  | 900.   |

**DEPOSITS TO TOWNSHIP WATER SUPPLY FUND (in lieu of providing on-site water supply)**

RESIDENTIAL DEVELOPMENTS:  
 \$200 per unit for 1-100 units (with detached dwelling units)  
 \$20,000 maximum for over 100 units (with detached dwelling units)

\$300 per unit for 1-100 units (attached dwelling units)  
 \$30,000 maximum for over 100 units (attached dwelling units)

COMMERCIAL DEVELOPMENTS:  
 \$.50 per gallon for new structures 7,500 sq. ft and under  
 \$1.00 per gallon for new structures over 7,500 sq. ft.  
 \$.25 per gallon for change of use in existing building

Fees include the publication of the legal notice, postage to mail notices to adjacent property owners, wages of Board or Commission for the Hearing, and recording of any conditions. Any amount in excess of the fee will be billed to the petitioner as per Sec. 17.7 of Zoning Ordinance #60. In the event the Township anticipates, at the time of submission of an application that additional fees will be required, the additional fees will be held in escrow in the name of the applicant. No Land Use Permit can be issued until all fees have been paid.

**Note: The following fees will be assessed:**

|  |             |
|--|-------------|
| <b>Removal and temporary storage of non-compliant temporary sign (per sign)</b>    | <b>10.</b>  |
| <b>Failure to notify Zoning Administrator for the required Land Use Inspection</b> | <b>300.</b> |
| <b>Failure to obtain a Land Use Permit prior to the onset of Construction</b>      | <b>500.</b> |

\*Land Use permits that are complete, correct, and filed with the Zoning Administrator are issued within three business days during regular business hours (Tues-Fri 8:00-5:30). Appointments for review and aid in completing the application are available by calling the Zoning Department. Inspection of the property is required after issuance of the permit; after footings are dug, boards are in place but before they are poured. It is the responsibility of the applicant to contact the Zoning Inspector 48 hours prior to pouring footings. There will be an additional fee if an additional site inspection is required.

\*\*Completed and correct applications required by Planning Commission or Zoning Board of Appeals review must be submitted to the Planning and Zoning Office **45 DAYS** prior to the scheduled meeting to which the applicant is planning to appear. Any applications received subsequent to the deadline will be scheduled for the next regular meeting of the respective Boards. Special meetings may be requested, but the same 45 day lead time is required and the respective Board Chairman shall adjudge as to whether or not a special meeting is timely and/or necessary according to the schedule and work loads of the respective Boards.

\*\*\*Planning Commission may refund fee

Effective 8/14/99 - Revised 09/09/08

**SUMMARY OF REGULATIONS – ZONING\***

LONG LAKE TOWNSHIP ZONING ORDINANCE  
SCHEDULE LIMITING HEIGHT, DENSITY, AREA AND SETBACKS BY ZONING DISTRICT

| ZONING DISTRICT                           | MINIMUM ZONING LOT SIZE PER UNIT AREA IN WIDTH |         | MAXIMUM HEIGHT OF STRUCTURE |                            | MINIMUM YARD SETBACK PER LOT IN FEET FROM R/W LINE AND/OR LOT LINE, LAKE ETC. |      |      |          |       | MINIMUM FLOOR AREA PER UNIT     |
|---|--|---------|-----------------------------|----------------------------|---|------|------|----------|-------|---------------------------------|
|   | Sq. Ft./Ac.                                    | In Feet | In Stories                  | In Feet                    | Front   | Lake | Side | Cr. Side | Rear  | In Square Feet                  |
| R-1 LOW DENSITY RES.(2)                   | 1 ACRE   | 150     | 2 ½                         | 35 (1)                     | 50  | 50   | 15   | 50       | 40(2) | 700                             |
| R-2 LAKE RES.(3)                          | 1 ACRE   | 150     | 2 ½                         | 35 (1)                     | 50  | 50   | 15   | 50       | 40    | 700                             |
| R-3 HIGH DENSITY RES. (4)                 |  |         |                             |                            |   |      |      |          |       |                                 |
| MULTIPLE                                  | 1 ACRE   | 150     | 2 ½                         | 35 (1)                     | 50  | 50   | 15   | 50**     | 40    | 700                             |
| (SINGLE FAMILY)                           | ½ ACRE   | 150     | 2 ½                         | 35 (1)                     | 50  | 50   | 15   | 50**     | 40    | 700                             |
| C-1 LOCAL BUSINESS (5)                    | 1 ACRE   | 150     | 40                          | (100 hwy)40 public/private | 20  | 40   | 20   |          |       | more than 7,500<br>Needs C.L.U. |
| C-2 GENERAL BUSINESS(6)                   | 1 ACRE   | 150     | 40                          | (100 hwy)40 public/private | 20  | 40   | 20   |          |       |                                 |
| AG - AGRICULTURAL RES. (7)                |  |         |                             |                            |   |      |      |          |       |                                 |
| (SINGLE FAMILY)                           | 2 ACRES  | 200     | 2 ½                         | 35 (1)                     | 50  | 50   | 15   | 50**     | 40    | 700                             |
| CR - CONSERVATION AND RECREATION RES. (8) |  |         |                             |                            |   |      |      |          |       |                                 |
| (SINGLE FAMILY)                           | 5 ACRES  | 300     | 2 ½                         | 35 (1)                     | 50  | 50   | 15   | 50**     | 50    | 700                             |

The five (5) residential zoning districts, R-1, R-2, R-3, AG and CR also have an “Open Space Preservation Development” option available. Please refer to the Long Lake Township Zoning Ordinance #60, as amended, Article 4 Section 4.19 for requirements for that approach to development.

NOTE\* This is to be used as a reference ONLY, please refer to the Long Lake Township Zoning Ordinance #60, as amended.

- (1) Detached Major Accessory Buildings NOT to exceed 18 feet in height, nor more than one-story, ARTICLE 4, Section 4.09 General Provisions
- (2) Refer to Article 8, Section 8.4
- (3) Refer to Article 9, Section 9.4
- (4) Refer to Article 10 Section 10.4
- (5) Refer to Article 11, Section 11.4
- (6) Refer to Article 12, Section 12.4
- (7) Refer to Article 13, Section 13.4
- (8) Refer to Article 7, Section 7.4