

EUREKA CHARTER TOWNSHIP

Phone: 616-754-5053 Fax: 616-754-4760

Updated: 1-12-2021

APPLICATION FOR ZONING SITE PLAN APPROVAL

Property Owner or Business: _____ Phone: _____

Owner Mailing Address: _____ E-mail: _____

Applicant/Agent Name (if different than Owner) _____ Phone: _____

Applicant Mailing Address: _____ E-mail: _____

Location of Property: _____

Property Number: _____

Site Plan Requested for: (place a check in the appropriate spot)

RESIDENTIAL: New House ____ Mobile Home ____ Addition/Alteration ____ Multi-family ____
Site Condo ____ PUD ____ Accessory/Storage Bldg. ____ Repair/Demolition ____
Private Driveway ____ Private Road ____ Other: _____

COMMERCIAL: New Commercial ____ Addition/Alteration ____ Repair/Demolition ____
Accessory/Storage Bldg. ____ Other: _____

INDUSTRIAL: New Industrial ____ Addition/Alteration ____ Repair/Demolition ____
Accessory/Storage Bldg. ____ Other: _____

OTHER: Special Land Use – non-conforming (Explain): _____

Note: For a list of Special Land Uses see Chapter 11 of the Eureka Charter Township Zoning Ordinance.

DESCRIBE PROJECT (i.e. New house with basement, garage, rear deck, front porch **OR** restaurant one story seating 120, fence, pool, home based business, signage, etc.) _____

Utilities: City of Greenville Water/Sewer ____ Individual/Private Septic ____

Are there any other existing structures on this property? If so, please identify: _____

ATTACH SITE PLAN – Applicant shall provide a site plan, accurately and neatly drawn to scale showing the property boundaries, proposed building location, any existing buildings, proposed and/or existing utility services, driveway, private road, or street access location and method of storm drainage. The outside dimensions of the proposed new building or addition and its distances from the front, rear and side boundaries of the lot shall be shown. (New house or addition – 3 complete sets of plans. Commercial/Industrial – 6 complete sets of Plans)

* If the applicant/agent is other than the property owner, proof of owner’s consent is required. Owner’s signature proves consent. The applicant/agent will be the liaison with the Township and will be the party to receive official notice. Notice communicated to the applicant/agent will be deemed communicated to the owner. By signing this application, the applicant/agent is consenting to the designation for these purposes.

SIGNATURE OF PROPERTY OWNER _____ Date: _____

SIGNATURE OF APPLICANT/AGENT _____ Date: _____

OFFICE USE ONLY

Zoning District: _____

The district minimum zoning requirements for the proposed use along with related planning staff review information is provided on attached sheet:

Zoning Site Plan (circle one) **APPROVED/DENIED** (Decision for denial to be detailed on attached)

Approval Comments/Conditions _____

Approval Given By: _____

Review Date: _____ Review Fee Collected \$ _____ Issued Date _____ Permit number _____

Send Copy to Assessor upon Approval

Form Approval Good for One (1) Year from Date of Approval

SITE OR PLOT PLAN – MUST BE FILLED IN BY APPLICANT – OR ATTACH COPY

All site plans shall show the location of the septic system and well or provide approval from the MMDHD (health department.) Site plan shall include all buildings on the property.

A large grid for drawing a site or plot plan. The grid is composed of 30 columns and 30 rows of small squares, providing a space for the applicant to draw the layout of the property, including buildings, septic systems, wells, and roads.

ROAD (draw location of driveway)

Name of Road: _____

Distance in feet from edge of construction to property line:

FRONT from road R.O.W. _____

REAR _____

LEFT SIDE LINE _____

RIGHT SIDE _____

Eureka Charter Township
9322 S. Greenville Road
Greenville, Michigan 48838
Office (616) 754-5053
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eurekatownship.org

Eureka Township Resident

If you are planning to build in Eureka Township, or put on an addition, or install an accessory building, or structure such as a pool or exterior sign, you need to fill out the attached (**Application for Zoning Site Plan Approval**) form in detail and attach a check for the base fee as shown on the current (**Fee Schedule**).

In addition, if your project is in the “Other non-conforming” category, you need to fill out an (**Application for Special Use Permit**) form.

For each project, you will need to attach a (**site plan**) to your application drawn accurately to scale identifying property boundaries, proposed building or structure location, any existing buildings, existing utility services, driveway, private road, or street and parking access locations, and method of storm water drainage. Include the outside dimensions of the proposed building or addition and distances from front, rear, and side boundaries of lot or land parcel. We have included graph paper for you to use with small residential projects and accessory structures. For large residential projects over 3500 sq. ft., and all site condo, commercial, and industrial projects, plans and specifications must be drawn up by an Architect or Engineer licensed by the State of Michigan, and must be sealed by that Architect or Engineer.

YOUR PROJECT NEEDS APPROVAL BY THE ZONING AND PLANNING ADMINISTRATOR BEFORE APPLYING FOR ANY CONSTRUCTION PERMITS.

For Building, Electrical, Mechanical, and Plumbing Permits, contact the Montcalm County Building Department at 211 W. Main St., Box 368, Stanton, MI 48888
Phone: (989) 831-7394 Fax: (989)831-7392

For a Well and Septic System Permit, contact the Mid Michigan District Health Department at 615 N. Main St., Stanton, MI 48888 Phone: (989) 831-9227

For Address Assignment, contact the Montcalm County Equalization Office at (616) 225-7492.

For a Private Driveway or Private Road Permit, contact the Board of County Road Commissioners at 619 W. Main St., PO Box 337, Stanton, MI 48888 Phone: (800) 992-6272

For a Soil Erosion and Sedimentation Control Permit, contact the Montcalm County Drain Commissioner at (616) 225-7322.

For electrical and natural gas service you need to contact Consumers Energy at (800) 477-5050.

Once your completed application with base fee is received, it will be stamped in on the date received, and you will get a phone call from the Zoning and Planning Administrator within 10 days identifying additional information needed, approval, or a schedule for review and subsequent action by the Planning Commission and the Eureka Township Board. If for some reason your request is denied, a detailed explanation will be made in writing identifying the reason for denial.

If you begin construction or install structures, signs, pools, or fences, before getting zoning approval and permits, in violation of the Township Zoning Ordinance, or construction statutes, you will be subject to fines, possible prosecution, and will be required to pay all court costs. In addition, your project may be mandated to be removed or demolished.

Thank you for deciding to develop in Eureka Township.

For additional questions, please contact the Zoning and Planning Administrator at (616) 754-5053.