

# Nottawa Township

## Michigan

Zoning Administration Office

Zoning - Building Permit Application

**Matthew Jorgensen, Zoning Administrator**

PO Box 30

Colon, MI 49040

Telephone: (269)-386-1110

[swmizoning@gmail.com](mailto:swmizoning@gmail.com)

# Nottawa Township

## Zoning and Building Contact List

The following are the varioius contacts for your zoning and building needs.

### ZONING ADMINISTRATOR

Matthew Jorgensen  
PO Box 30  
Colon, MI 49040  
Telephone: 269-386-1110  
Email: swmizoning@gmail.com

### BUILDING OFFICIAL

Joe Wickey  
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Centreville, Mi. 49032  
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### PLUMBING OFFICIAL

John Dobberteen  
400 S. Monroe St.  
Sturgis, Mi. 49091  
Telephone: 269-651-4567  
Cell: 269-625-7648  
Fax: 269-503-7354  
Email: dobberteeninc@gmail.com

### ELECTRICIAL OFFICIAL

Ron Bellaire  
66751 Conrad Rd  
Edwardsburg, Mi. 49112  
Telephone 269-663-3429  
Email: ronb700@aol.com

### MECHANICAL OFFICIAL

John Dobberteen  
400 S. Monroe St.  
Sturgis, Mi. 49091  
Telephone: 269-651-4567  
Cell: 269-625-7648  
Fax: 269-503-7354  
Email: dobberteeninc@gmail.com

### ASSESSOR/LAND DIVISION OFFICER

Ben Brousseau  
Tel: 269-655-1144  
Fax: 269-655-1144  
Email: bb@apgomc.us

### HELATH DEPARTMENT

Branch, Hillsdale, St. Joseph County  
1110 E. Hill St  
Three Rivers, Mi. 49093  
Telephone: 269-273-2161

### SOIL EROSION

Jeffrey Wenzel  
Telephone: 269-467-5600

# INSTRUCTIONS FOR COMPLETING ZONING/BUILDING APPLICATION

The following information must accompany each copy of this application form. Each supporting document must include the name and address of the applicant.

## **\*\* IMPORTANT INFORMATION \*\***

Incomplete applications will not be processed. Incomplete applications would include but not limited to drawings, measurements on both the application and drawings, property owner's signature, cross sections of structure, energy code requirements, property owners signatures and application fees.

It is highly recommended that you plan for your project well in advance. Other applications, or additional review time regarding your application may delay your anticipated start date of your project. Commencement of your project may not start until you have received your permits.

You must know where your property lines are located. Assumptions and adjacent property owner agreements are not acceptable. If accurate property lines cannot be established, a survey must be completed. If there is a question as to any of the property lines, the Zoning Administrator and/or the building official may request a survey to verify property lines prior to processing an application.

There are many areas in the county that have what is known as plat or platted sub-divisions. Platted areas sometimes have deed restrictions associated with that area or lot. The municipality is not obligated to confirm the presence of any such regulations, and is not obligated nor has any authority to enforce such regulations.

- A. All appropriate fees must be included with the Zoning Application. The building official will advise you of the building permit fees at the time of issuance of such permit.
- B. Proof of Property Ownership/Interest/Other Party Information: Proof of ownership of the property such as a warranty deed, land contract or other evidence of interest in the property, and the names, addresses, phone numbers of all other persons or entities having legal or equitable interest in the property including written authorization by the landowner for a person to act on behalf of the landowner (if applicable). If property is under land contract, the deed holder will be required to sign such application.
- C. Legal Description: A legal description of the property.
- D. Potable Water/Sewage Disposal Approval: **Well and septic permits** obtained from the St. Joseph County Health Department, 269-273-2161. **NOTE**: All building permit applications will require a change of use of existing sewage permit or septic system construction permit with the exception of free standing outbuildings on skids or decks, per the St. Joseph County Environmental Health Code. (**Water and Sewer Permit** in water/sewer district obtained from The Village of Centreville. 269-467-4855.)

- E. Driveway Permit: Permits/evidence demonstrating Road Commission approval for driveway location (if new proposed driveway along a public road). **St. Joseph County Road Commission (269)-467-6393. Michigan Department of Transportation 269-337-3900 or the Village of Centreville 269-467-4855**
- F. Deed Restrictions: Copy of any deed restrictions on the property. **St. Joseph County Register of Deeds Office (269)-467-5500.**
- G. Project Plan: Drawings of proposed project. This plan must include dimensions of all structures and dimensions from structures to other structures and property lines, and square footage of the proposed project. The grid on page 4 may be used, or other sets of plans may be submitted. **SPECIAL NOTE: All plans and measurements must be indicated from widest point of building or structure to widest point of building or structure. Overhangs, decks, porches and other portions of the building must be included.**
- H. Flood Hazard Zone: If any portion of your parcel is located in a F.E.M.A. Flood Hazard Zone, proper clearance authorization must first be approved by the authorizing agency. **Michigan Department of Environmental Quality (269)-567-3564.**
- I. Address assigned and posted on the parcel in accordance to the St. Joseph County Address Ordinance. A copy of the rural identification card from the St. Joseph County Land Resource Centre must be included with the application. **St. Joseph County Land Resource Centre (269)-467-5576.**
- J. Soil Erosion Permit: A soil erosion permit for all projects located with 500 feet of a lake, river, stream, watercourse or wetland must be obtained and submitted as part of the application. **St. Joseph County Drain Commissioner (269)-467-5600.**
- K. Building Plans: Two sets of building plans must be submitted one being in 8.5" X 11" format. If submitting electronically, and original set must also be mailed. Such plans must include the following drawings:
- ✓ Foundation.
  - ✓ All elevations. (Side view)
  - ✓ Floor plan.
  - ✓ Cross Section of on wall from foot to peak.
  - ✓ Truss diagrams as required.
  - ✓ For new construction, a Michigan Uniform Energy code approved plan is required.
- L. Energy Code Calculations: State law requires a minimum level of energy efficiency.
- M. Plan review: For electrical, plumbing and mechanical, required in all commercial and in residential over 3500 Sq. Ft. In addition Fire code required for all but single family single unit residential.
- N. Multi- Family Use or Business: Use must be inspected by the fire chief.
- O. Electrical, Mechanical, Plumbing, Sewer, Soil Erosion and all other application must be submitted to the respective department for approval.
- P. Zoning and Building Permits: Zoning Permits are valid for 12 months after issuance. Building Permits are valid for 6 months. An extension may be granted by the building inspector with a written request and a justifiable cause. (To be determined by the building inspector)

Q. Utilities, Easements and Deed Restrictions: The municipality and/or anyone acting on behalf of the municipality will not be responsible for the location of any power lines, gas lines, sewer lines, water lines or any other essential service provided. In addition the municipality and/or anyone acting on behalf of the municipality will not be responsible for the verification and/or location of any utility easements, property easements or deed restrictions. **Almost all utility providers along with other service providers have clearance areas from their lines or equipment.**

R. Inspection Types: The following inspections are required:

| <u>BUILDING</u> | <u>ELECTRICAL</u> | <u>MECHANICAL, PLUMBING AND SEWER</u> |
|-----------------|-------------------|---------------------------------------|
| Foundation      | Expired           | Expired                               |
| Back fill       | Rejected          | Rejected                              |
| Radon           | Final             | Final                                 |
| Rough Frame     |                   |                                       |
| Insulation      |                   |                                       |
| Other           |                   |                                       |
| Final           |                   |                                       |

S. Inspections: All inspections require a minimum of a 24 hour notice.

T. Copies: Please do not submit 2 sided copies.

### **IMPORTANT INFORMATION**

**Please be aware of the following State Law:**

Structures (such as houses, barns, and sheds) may not be burned for the purpose of demolition. Air quality regulations allow structures to be intentionally burned for the purpose of fire department training ONLY. However, there are specific guidelines developed by the National Fire Protection Association (NFPA) that fire departments must follow when conducting a training exercise. A guidance document for fire departments conducting fire suppression training can be found on the DEQ's Open Burning web site [www.michigan.gov/deq](http://www.michigan.gov/deq) (click on "Air" then "Open Burning Information").

Construction and Demolition Waste Construction and demolition (C & D) waste is waste building material, packaging, and rubble that results from construction, remodeling, repair, and demolition operations on houses, commercial or industrial buildings, and other structures. C & D waste may be generated at many sources including households, commercial establishments, and industrial facilities. The open burning of any C & D waste is prohibited, even if the burning is to be conducted on the person's own property. A person may NOT take C & D waste to another location (such as a household) to be burned. C & D waste should be reused, recycled, or disposed of in a landfill that accepts C & D waste (see the "Open Burning Alternatives" section of this guide)

It is also prohibited to bury such materials on a property. Materials must be disposed of in a licensed landfill qualified to handle such waste.

NOTTAWA TOWNSHIP  
ST. JOSEPH COUNTY, MI.

**ZONING / BUILDING PERMIT - PLOT / SITE PLAN APPLICATION**  
(for single and two-family dwellings including related accessory uses/structures, and temporary dwellings and uses)

**Important Notice to Applicants:** A minimum of 1 copy of this completed application, along with the same number of copies of supporting documents described below, must be submitted to the Zoning Administrator. The application must be completed in full. If additional space is needed, number and attach additional sheets. Approval of this application is required before a Zoning Permit can be issued. The excavation for or erection of a building or structure prior to the issuance of a Zoning Permit is a violation of the Zoning Ordinance. References to "Section" and "Article" refer to the Zoning Ordinance. They are provided to assist the applicant. The references highlight parts of the Ordinance that may be applicable but do not necessarily identify all parts that apply. Authority: 1972 PA 230. Completion: Mandatory to obtain permit. Penalty: Permit cannot be issued.

**CHECK TYPE OF REQUEST**

RESIDENTIAL PLOT PLAN     NON-RESIDENTIAL SITE PLAN REVIEW     CHANGE OF USE

| APPLICANT'S NAME(S) |            | ADDRESS | CITY          | STATE | ZIP CODE |
|---------------------|------------|---------|---------------|-------|----------|
| LAST NAME           | FIRST      |         |               |       |          |
|                     |            |         |               |       |          |
| TELEPHONE #         | CELLULAR # | FAX #   | EMAIL ADDRESS |       |          |
|                     |            |         |               |       |          |

| PROPERTY OWNERS NAME |            | ADDRESS | CITY          | STATE | ZIP CODE |
|----------------------|------------|---------|---------------|-------|----------|
| LAST NAME            | FIRST      |         |               |       |          |
|                      |            |         |               |       |          |
| TELEPHONE #          | CELLULAR # | FAX #   | EMAIL ADDRESS |       |          |
|                      |            |         |               |       |          |

| ARCHITECT/ENGINEERS NAME |                 | ADDRESS | CITY          | STATE | ZIP CODE |
|--------------------------|-----------------|---------|---------------|-------|----------|
| LAST NAME                | FIRST           |         |               |       |          |
|                          |                 |         |               |       |          |
| TELEPHONE #              | CELLULAR #      | FAX #   | EMAIL ADDRESS |       |          |
|                          |                 |         |               |       |          |
| LICENSE #                | EXPIRATION DATE |         |               |       |          |
|                          |                 |         |               |       |          |

| CONTRACTORS NAME                                     |                 | ADDRESS | CITY          | STATE | ZIP CODE |
|--|-----------------|---------|---------------|-------|----------|
| LAST NAME  | FIRST           |         |               |       |          |
|  |                 |         |               |       |          |
| TELEPHONE #  | CELLULAR #      | FAX #   | EMAIL ADDRESS |       |          |
|  |                 |         |               |       |          |
| LICENSE #  | EXPIRATION DATE |         |               |       |          |
|  |                 |         |               |       |          |
| FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION   |                 |         |               |       |          |
|  |                 |         |               |       |          |
| WORKERS COMPENSATION CARRIER OR REASON FOR EXEMPTION |                 |         |               |       |          |
|  |                 |         |               |       |          |
| MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION         |                 |         |               |       |          |
|  |                 |         |               |       |          |

**NOTTAWA TOWNSHIP  
ST. JOSEPH COUNTY, MI.**

**APPLICANT'S INTEREST IN PROPERTY** (check one):

Owner    Lessee    Buy Option    Land Contract    Other/Specify: \_\_\_\_\_

**PROPERTY INFORMATION WHERE CONSTRUCTION IS TO TAKE PLACE:**

Street Address: \_\_\_\_\_ City \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Present Use: \_\_\_\_\_ Change Use to \_\_\_\_\_

Is Property in a (check if "yes"):  platted or  condominium subdivision? Subd. Name: \_\_\_\_\_

Are there any deed restrictions on the parcel? (Check one):  Yes    No If yes, include copy.

**TYPE OF IMPROVEMENT AND PLAN REVIEW:** (check all that apply)

|   | NEW                      | ADDITION / ALTERATION    |   |  |
|---|--------------------------|--------------------------|---|--|
| Single Family Dwelling                  | <input type="checkbox"/> | <input type="checkbox"/> | If this is a pre-manufactured home check below        |  |
| Two Family Dwelling                     | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Mobile Home Set-Up                      | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Pre Manufactured Dwelling               | <input type="checkbox"/> | <input type="checkbox"/> | State Construction Code <input type="checkbox"/>      | HUD Standard <input type="checkbox"/>                                  |
| Commercial/Industrial **                | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Church/Religion **                      | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| School/Library/Educational **           | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Multiple Family Dwelling/Hotel/Motel ** | <input type="checkbox"/> | <input type="checkbox"/> | Number of Units                                       |  |
| Swimming Pool                           | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Private Garage                          | <input type="checkbox"/> | <input type="checkbox"/> | Attached <input type="checkbox"/>                     | De-Attached <input type="checkbox"/>                                   |
| Pole Barn                               | <input type="checkbox"/> | <input type="checkbox"/> | Agricultural Use <input type="checkbox"/>             | Such use requires a Letter of Understanding to be signed and recorded. |
| Shed                                    | <input type="checkbox"/> | <input type="checkbox"/> | If over 200 square feet a building permit is required |  |
| Shed (Pre-manufactured)                 | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Small Solar System                      | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Utility Solar System                    | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Small Wind Turbine                      | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Utility Wind Turbine                    | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Temporary Dwelling                      | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Other Temporary Use                     | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Foundation Only                         | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Moving of building(s)                   | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Demolition                              | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Outdoor Solar Panel                     | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Other                                   | <input type="checkbox"/> | <input type="checkbox"/> | Specify   |  |

NOTTAWA TOWNSHIP  
ST. JOSEPH COUNTY, MI.

**PROPOSED CONSTRUCTION AND USE OF LAND OR CHANGE OF USE**

Describe in detail the proposed alterations, repairs, and/or additions or demolitions to any new and/or existing principal and/or accessory buildings and include the proposed use of such building(s) if applicable.

|  |
|--|
|  |
|  |
|  |
|  |

**EXISTING STRUCTURES AND BUILDINGS ON THE PARCEL OR LOT**

List and describe all buildings and structures that are currently on the parcel or lot. Such buildings or structures would include a house, garage, pole barn, shed, outdoor wood boilers, generators privacy fences etc.

|  |
|--|
|  |
|  |
|  |
|  |

Have all of the setback requirements been met for the water supply/water well system? (Check one):  Yes  No

Have all of the setback requirements been met for the sewer system/septic system? (Check one):  Yes  No

Have all of the setback requirements been met for the electrical supply lines? (Check one):  Yes  No

Have all of the setback requirements been met for the gas lines/propane supply systems? (Check one):  Yes  No

Are there any utility easements or other easements on the parcel? (Check one):  Yes  No

If yes, describe \_\_\_\_\_

Have you surveyed your property to establish property lines for this project (Check one):  Yes  No

If no, describe how you are establishing your property lines.

\_\_\_\_\_

| CHARACTERISTICS OF BUILDING                      |                           |                          |                          |                          |                          |                          |                                 |                          |                          |     |                          |    |
|--|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------------|--------------------------|--------------------------|-----|--------------------------|----|
| Principal Type of Frame                          |                           |                          |                          |                          |                          |                          |                                 |                          |                          |     |                          |    |
| <input type="checkbox"/>                         | Masonry,<br>Wall bearing  | <input type="checkbox"/> | Wood Frame               | <input type="checkbox"/> | Structural Steel         | <input type="checkbox"/> | Reinforced<br>Concrete          | <input type="checkbox"/> | Other                    |     |                          |    |
| Electricity                                      |                           |                          |                          |                          |                          |                          |                                 |                          |                          |     |                          |    |
| Will this building or structure have electricity |                           |                          |                          |                          |                          | Yes                      | No                              |                          |                          |     |                          |    |
| Principal Type of Heating Fuel                   |                           |                          |                          |                          |                          |                          |                                 |                          |                          |     |                          |    |
| <input type="checkbox"/>                         | Gas                       | <input type="checkbox"/> | Oil                      | <input type="checkbox"/> | Electricity              | <input type="checkbox"/> | Wood/Coal                       | <input type="checkbox"/> | Other                    |     |                          |    |
| Type of Sewage Disposal                          |                           |                          |                          |                          |                          |                          |                                 |                          |                          |     |                          |    |
| <input type="checkbox"/>                         | Public or Private Company |                          | <input type="checkbox"/> | Septic System            |                          |                          |                                 |                          |                          |     |                          |    |
| Type of Water Supply                             |                           |                          |                          |                          |                          |                          |                                 |                          |                          |     |                          |    |
| <input type="checkbox"/>                         | Public or Private Company |                          | <input type="checkbox"/> | Private Well or Cistern  |                          |                          |                                 |                          |                          |     |                          |    |
| Type of Mechanical                               |                           |                          |                          |                          |                          |                          |                                 |                          |                          |     |                          |    |
| Will there Be Air Conditioning?                  |                           |                          | <input type="checkbox"/> | Yes                      | <input type="checkbox"/> | No                       | Will there be fire suppression? |                          | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

**NOTTAWA TOWNSHIP  
ST. JOSEPH COUNTY, MI.**

**IMPORTANT INFORMATION READ FIRST**

All measurements are to be indicated from the widest point of the structure which is to include any overhangs or other portions of the structure.

Calculations for lot coverages will be determined from widest point of structure to widest point of structure commonly referred to as a sky view.

Upon submission for a building permit, floor plans which include elevations and a wall cross section **must** be included. If the application is for new home construction, energy compliance calculations **must** be submitted. If a structure is being constructed for Agricultural Use, a Letter of Understanding **must be** signed by the property owner prior to a zoning permit being issued allowing for a building permit exemption. One set of plans must be submitted on paper sized 8.5" X 11". Large sets may also be submitted.

If one of the boxes in the section **above** is indicated by \*\* plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear the architect's or engineer's seal and signature. Plans are not required for alterations and repair work if determined by the building official to be minor in nature.

General: Building or excavation work shall not be started until the application for permit has been approved by the Zoning Administrator and/or the Building Official. All installations shall be in conformance with the Municipality's Zoning Codes and the Michigan Building Codes. No work shall be concealed until it has been inspected. The telephone number for the inspectors provided in this application packet. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the job location and permit number. The inspector will typically perform the inspection within 2 business days as his or her schedule permits.

**BUILDING CHARACTERISTICS:**

The proposed building characteristics of new constructions are as follows:

Building consisting of \_\_\_\_\_

| Feet  | Description                              | Detail   |               |  |
|---|--|--|---------------|--|
|   | From front lot line, measured from       | Center line of road                                      |               | Right of way line                              |
|   | From front lot line on a body of water   | Measured from the high water mark.                       |               |  |
|   | From rear property line                  | Measured from the rear property line                     |               |  |
|   | From right side lot line                 | Determined from the road looking at the lot              |               |  |
|   | From left side lot line                  | Determined from the road looking at the lot              |               |  |
|   | Height of existing principal structure   | Determined from average undisturbed grade                |               |  |
|   | Height of proposed building or structure | Determined from average undisturbed grade                |               |  |
|   | Proposed structure length                | From widest point of structure                           |               |  |
|   | Proposed structure width                 | From widest point of structure.                          |               |  |
|   | Number of stories                        | If basement is going to be finished it counts as a story |               |  |
|   | Distance from closest building           | Distance from nearest adjacent building/structure.       |               |  |
|   | Square feet of gross floor area          | Total square footage of structure                        |               |  |
|   | Square feet of living space              | Finished space for living for habitation                 |               |  |
|   | Square feet of foundation                | Measured from the foundation only                        |               |  |
|   | Total square footage of parcel           | Total size of the property                               |               |  |
|   | Total Lot Coverage                       | Total lot coverage of all buildings and structures       |               |  |
|   | Principal Use                            |  | Accessory Use | Principal = House Accessory = Garage/Shed/Barn |
|   | Distance from lake, stream, shore, pond  | To be measured from high water mark                      |               |  |
|   | Agricultural Use (100 %)                 | Yes  | No            | If yes, Letter of Understanding required.      |
| <b>Estimated Total Cost of Project (Required Information)</b> |  |  |               | \$   |

**NOTTAWA TOWNSHIP  
ST. JOSEPH COUNTY, MI.**

**AFFIDAVIT:** I (we) the undersigned affirm that the foregoing answers, statements, and information, and any attachments, are in all respects true and correct to the best of my (our) knowledge and belief. I (we) the undersigned understand that the Zoning Permit applied for, if granted, is issued on the representations made herein and that any Zoning Permit or Building Permit subsequently issued may be revoked because of any breach of representations or conditions, or because of the lack of continued conformance with zoning ordinance requirements. I understand that incomplete applications which also includes application fees will not be processed. Incomplete applications will be closed after 45 days, applicant will have to re-submit including all applicable fees.

I (we) the undersigned fully understand that acceptance and/or approval of this application for zoning and/or building permit(s) does not confer approval by any other municipal entity. We fully understand that the use of a septic system or other on-site sewage disposal system and/or preparation for the use of such system, is the full responsibility of the applicant. Applicant is advised to contact their local District Health Department for a determination whether a "change in use" permit is required.

I (we) the undersigned authorize the zoning administrator, building official, inspector, Health Department and any other person authorized by the Zoning Administrator or Building Official to enter onto the property subject to this permit, and into any structure to be constructed or presently under construction hereon for the purpose of conducting inspections for compliance. Entry into presently occupied dwelling units that are the subject of this application/construction (i.e. expansion/modification of residential unit) shall be permitted as required under arrangement with the individual inspection and/or officials requiring entry. Failure by the undersigned to permit such inspections shall result in the Zoning Permit Application and/or building permit being denied, or immediate termination of the Zoning Permit and/or building permit that has been issued.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his /her authorized agent, and we agree to conform to all applicable laws of the State of Michigan. Section 23a of the State Construction Code Act of 1972, 1972 PA 230. MCL. 125.1523A prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

I understand that the Zoning Administrator and/or Building Official may require that a survey be performed to verify information regarding the property and/or buildings and /or structures located on the parcel.

I understand that incomplete applications, or applications that have been denied, will only be held open for 45 days. After 45 days a new application will have to be submitted along with new application fees.

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Applicant/Agent Signature(s)                      Date  
Before signing, please read below

---

Property Owner's(s) Signature(s)              Date  
(if different than applicant)

**READ BEFORE SIGNING**

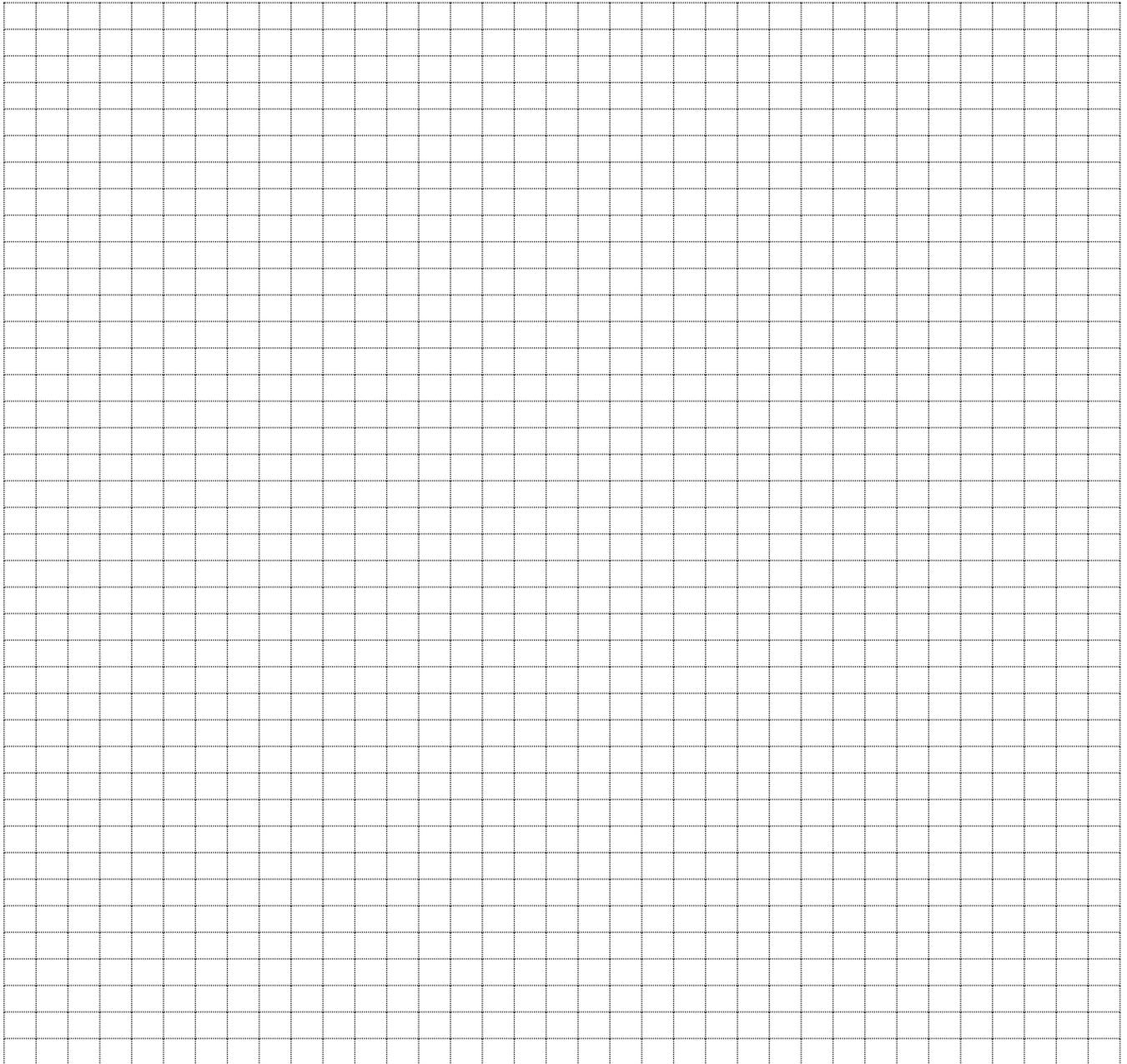
***As agent of the above-referenced owner of the property, I assert that I have authority to sign this document on behalf of the owner and to bind such owner to the terms and conditions set forth herein as if the owner signed himself. I understand that signing this document on behalf of the owner without the legal authority to do so constitutes fraud and/or perjury and that I may be prosecuted for the same".***

***A person shall not be recognized as the agent, attorney, engineer, architect, or builder of another person unless the person seeking recognition files with the enforcing agency a written instrument, which shall be an architectural, engineering, or construction contract, power of attorney, or letter of authorization signed by that other person designating the person seeking recognition as the agent, attorney, architect, engineer, or builder and, in case of a residential builder or maintenance and alteration contractor, architect, or engineer, setting forth the license number of the person seeking recognition and the expiration date of the license.***



NOTTAWA TOWNSHIP  
ST. JOSEPH COUNTY, MI.

**Place the NORTH ARROW in the CORRECT DIRECTION Here: \_\_\_\_\_**



**The plot plan must be completed in its entirety prior to any review. This grid paper may be used or a separate plan attached. Required information includes, but is not limited to:**

1. The location, shape, area and dimension of the lot.
2. The location, dimensions, and height of any and all existing and/or proposed structures and buildings to be erected, altered, or moved on the lot. Measurements from all property lines and other structures shall be included. Measurements shall be from widest point of structure to widest point of structure.
3. All streets that adjoin the property.
4. All front, side and rear yard setback dimensions, and where such dimensions are measured from.
5. Location of any existing and/or proposed septic system, drain field and well easements or right of ways.
6. Configuration of existing and/or proposed driveways.
7. Location of any lakes, streams, ponds or wetlands, on or adjoining the property.
8. Location of well, septic and drain field must be on the drawing along with measurements from structures.