



# Zoning Compliance Permit Application

Decks, fences, sheds, agricultural buildings, and all other new structures including houses (for compatibility testing) and commercial ventures.

Submit permit applications at Township Hall  
 Rich Kubsch, Building Official 695-6442 x15  
 Eileen Glick, Ordinance Enforcement Officer 591-7982

**Buchanan Township**  
**15235 Main St.**  
**Buchanan, MI 49107**  
**(269) 695 6442 x 15**  
**buchanantownship.net**  
 zoning@buchanantownship.net  
 building@buchanantownship.net

Date of Application: <b>Approved</b> <input type="checkbox"/>	PROPERTY ID #: 11-06-	<b>Authority: P.A. 230 of 1972, as amended</b> <b>Completion</b> of app is mandatory to obtain permit <b>Penalty:</b> Permit cannot be issued
Value of Work to be completed:	WORK STARTING DATE:	<b>ZONING OF PROPERTY:</b> (Office use only) <b>A</b>

## I. JOB LOCATION

Name of Owner/Agent	Is a drawing available for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
Street Address & Job Location (Street No. and Name)	Mailing city: <b>Buchanan</b>	Township <b>Buchanan Township</b>	County <b>Berrien</b> Home Owner Phone#

## II. CONTRACTOR / HOMEOWNER INFORMATION

<input type="checkbox"/> Contractor (check one) <input type="checkbox"/> Homeowner	Name of Contractor/Homeowner	Contractor License #	Expiration Date
Address (Street No. and Name)	City	State	Zip Code
Telephone number:	Fax number	Cell number	<b>EMAIL ADDRESS:</b>
Worker's Compensation Insurance Carrier (or reason for exemption)		Federal Emp ID #: (or reason for exemption)	

## III. TYPE OF JOB: Please select from the following what it is you wish to construct:

<input type="checkbox"/> Detached deck at grade (ground level)	<input type="checkbox"/> Fence	<input type="checkbox"/> Pool, above ground (see below under "pools").	<input type="checkbox"/> New home. A site plan is required with a set of building plans. Accessory building locations should be shown on site plan. Compatibility req'ts on rear of form.	<input type="checkbox"/>
<input type="checkbox"/> Agricultural building ( <b>see the reverse side of this form</b> )	<input type="checkbox"/> Shed under 200 sq feet one story <b>residential</b> storage shed.	<input type="checkbox"/> Shed under 120 sq feet commercial one story storage use only.	<input type="checkbox"/> New Commercial Building (note site plan requirements listed in the Ordinance). Meeting with staff may be arranged. Full site plan and PC review required..	<input type="checkbox"/>
<input type="checkbox"/> Addition onto existing structure (attach site plan)	<input type="checkbox"/> Accessory structure (attach site plan show size)	<input type="checkbox"/> Pool (below ground) attach site plan show size)	<input type="checkbox"/> Industrial Building (note site plan requirements listed in the Ordinance). Meeting with staff may be arranged. Full site plan and PC review required.	<input type="checkbox"/> Other

All decks attached to houses will require a building permit.

Fences require building permits if they exceed 6' in height. All fences in the front yard should be 4' high or less.

All in-ground pools and above ground pools 2' (two feet) high or hold 1000 gallons should obtain a building permit.

**All accessory structures (sheds) exceeding 200 square feet or more than one story in height or other use than storage use will be required to obtain a building permit.**

## IV. DRAWINGS AND SITE PLANS: Please submit drawings and site plans as requested above

Use an additional sheet, or request an aerial of your property for placement of the permitted structure above on that aerial.
<b>PLEASE ATTACH A SITE PLAN (PLOT PLAN) SHOWING DISTANCE TO LOT LINES TO THIS SHEET.</b>

## V. APPLICANT SIGNATURE (LICENSEE OR HOMEOWNER):

I hereby certify that the above information is correct to the best of my knowledge and agree to construct said work in accordance with the provisions of the statutes, the Building Code, and the Buchanan Township Code of ordinances.	
<b>PROPERTY OWNER'S AFFIDAVIT:</b> I hereby certify that I know where my property boundary lines are located and have verified their existence. I additionally certify that the improvements to my property described above have been located accurately on the plot plan, and that the distance shown to the property lines are correct. I further grant permission for agents or employees of Buchanan Township to enter my property for the purpose of gathering information for this permit.	
<b>APPLICANT OR HOMEOWNER SIGNATURE:</b>	Date:

Township approval (must be signed): \_\_\_\_\_ Approved date: \_\_\_\_\_  
 If your application is approved, it will be signed above and returned. If it is denied, you will receive a letter of denial stating reasons for denial.

**Fences:** Please attach a site plan to this application. Show the scaled location of the house on the property and fill in the height of the fence above where you intend to place it on the lot. The ordinance will allow a maximum height 4' tall fences in front yards, and maximum height of 6' in side and rear yards. Only after this permit is issued may you begin work. Consult with your surveyor and attorney as to placement of fence off or on the lot line. You may also request an aerial of your property for site plan submittal.

**Decks:** Show a scaled site plan with dimensions to lot lines. You will also need a building permit

**Sheds:** Sheds one story tall used for storage purposes only do not need a building permit (less than 200 sq ft floor area residential, or less than 120 sq ft for commercial zoned property and use). However, you will need to provide a scaled site plan with this permit application. If the shed you intend to build is to be used as a garage, or is greater than the square footage listed, or is more than one story tall, you will need to fill out a building permit application also.

**House:** All houses must meet a compatibility test per ordinance requirements for placement in the neighborhood in which they will be constructed in. Please provide a **scaled site plan** for this purpose and a plan/picture of the house and include the following information: **State whether this will be an existing (used) home or whether the house is new. Attach deed and or HUD tag number if manf'd.**

Provide **roof pitch and overhang width** along with **pictures** of the structure. (Bank pack is acceptable). **Square footage of storage areas** in house (must be 100 Sq ft or 10% of square footage, whichever is less) Provide the **size of structure (length and width)** State what the **type of construction** of the house is (wood, steel, concrete frame) and **describe foundation**. Placement on lot should be submitted on a scaled site plan showing **driveway (tell us gravel or paved)**. Any additional structures planned. Building of garages meets storage requirement. **Garage construction plan?**

When you have provided that information and submitted the paperwork to this office, the building inspector / zoning enforcement officer will visit the site and notify you within one week in writing of approval or additional requirements for your site plan.

**Agricultural building:** Agricultural buildings may be placed on appropriately zoned property without a building permit for buildings "incidental to the use for agricultural purposes of the land on which the building is located if it is not used in the business of retail trade" (public act 463 of 1999 2a(1)a and section 10(8). If at a future time the use of the building changes it shall comply with all building code requirements in place at that time (change of use). These will include the loading design req'ts for the size and ground snow load design for determination of truss or roof design, size of foundation, rated wall assemblies, and placement on lot). Buildings not used in the business of agriculture per State law will be required to obtain a building permit. Construction is not to begin until this application has been approved by the building inspector and zoning official in writing. Do not start work until you have received approval. The affidavit below signed by the owner is a condition to allowance for construction. To be permitted the approval must be approved as stated and returned to you. Please provide the following information:

- Specific use of the building
- Scaled site plan (accessory buildings may not be built in a front yard)
- Name of contractor (provide copy of license and certificate of insurance)
- Size of the structure
- Type and size of foundation for documenting future change of use
- Type and design criteria for roof structure (ground snow load 50#) for documenting future change in use
- Type of finish (roof and siding)
- Access to site (IF A NEW DRIVE IS NEEDED, SEE THE ROAD COMMISSION FOR A DRIVEWAY PERMIT)

AFFIDAVIT:

**Statement of fact:** I, \_\_\_\_\_, residing at \_\_\_\_\_ in the Buchanan Township, County of Berrien, State of Michigan, do hereby affirm that I am actively engaged in the practice of farming, and the agricultural building located at the above address is used only to shelter farm implements, hay, grain, poultry, livestock, or other farm produce, in which there is no human habitation and which is not used by the public.

**APPLICANT PLEASE SIGN AND DATE:**

**WITNESS PLEASE SIGN AND DATE:**

\_\_\_\_\_  
**PRINT YOUR NAME HERE:**

\_\_\_\_\_  
**PRINT YOUR NAME HERE:**

**This legal affidavit shall be signed and witnessed as requested above.**

**Pools:** If your pool is an in-ground pool you will be required to obtain a building permit. Pools have very specific requirements for protection (fencing) and placement (rear yard) and percent of lot coverage. Please fill out the site plan information requested. A zoning compliance permit is required for all pools as described (front of form). A building permit is required for all pools deeper than 2' (above and below ground). Please request the information relating to fencing. Pools may not be fenced in a way that is connected to a house without providing specific alarming on doors. Very specific electrical requirements apply to residential pools. An electrical permit is required for your pool installation (if connected).

Permit revision date: 3.1.2013