

Portland Township
Ionia County

Zoning Compliance Application

This application must be completed in full and approved by the Township Zoning Administrator before beginning any construction, excavation or use regulated by the Portland Township Zoning Ordinance. The fee is \$50.00 for homes, accessory buildings, additions and in-ground pools. The fee is \$25.00 for decks, porches, lean-to(s) and temporary or portable structures 500 square feet or less not on a permanent foundation. Please make all checks payable to Portland Township. No permit is required for portable buildings 200 square feet or less but they must meet all setbacks. *Call Jeanne Vandersloot for mailing address instructions at 616-897-4242 or email to: zoningadmin@msn.com*

Applicant Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ (____) _____ Email: _____

Proposed Construction

Type of building _____

Proposed use of building _____

Address _____

City _____ Zip _____

Dimensions (length) _____ (width) _____ (height) _____ (number of floors) _____

Parcel Number **34-140-**_____ or attach legal description if number not yet assigned

Property Owner Information (if different from applicant)

Name _____

Address _____

City _____ State _____ Zip _____

Phone Numbers (____) _____ (____) _____ (____) _____

Contractor Information (if built by licensed contractor)

Name _____

Address _____

City _____ State _____ Zip _____

Phone Numbers (____) _____ (____) _____ (____) _____

License Number _____

Affidavit

I certify and affirm that I am the property or building owner or the owner's authorized agent and that I agree to conform to applicable zoning laws of Portland Township. I also certify and affirm that this application is accurate and complete to the best of my knowledge. I hereby give permission for Township representatives to visit this location.

Signature _____ **Date** _____

Zoning Compliance Permit Application (page 2)

Site Plan

Use the space below to draw a site plan showing the proposed location of the new construction or additions to any existing structures. Include the location of existing structures and dwellings. Indicate the distances of the proposed construction to your lot lines, road right of way, easements, and shorelines. For new accessory structures also include the distance to the dwelling.

Zoning Administrator Use

Fee paid _____ Date _____

Application Approved _____ Permit Number _____ Zoning District _____

Application Denied _____

Reason for Denial _____

Zoning Administrator Signature

_____ Date _____