

**Portland Township**  
**Ionia County**

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**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 \$75.00 for homes, accessory buildings, additions and in-ground pools. The fee is \$40.00 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 Nic Schneider for submission instructions at 616-755-8527 or email: portlandtownzoning@gmail.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.

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### Zoning Administrator Use

Fee paid \_\_\_\_\_ Date \_\_\_\_\_

Application Approved \_\_\_\_\_ Permit Number \_\_\_\_\_ Zoning District \_\_\_\_\_

Application Denied \_\_\_\_\_

Reason for Denial \_\_\_\_\_

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Zoning Administrator Signature \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_