

LAND USE PERMIT CHECKLIST

The following must be submitted to the Township to begin processing a Land Use Permit application. **After all of the required documents have been received**, the Zoning Administrator will begin to process the request either to issue or deny the permit. The application fee is collected by the Treasurer at the time of the issuance of the approved permit itself by the Zoning Department. Our zoning ordinance, sample site plan, land use permit application and setback information can be found on our website. www.fifelaketwp.com

1. _____ Tax Identification number of the property along with the house number and street. Proof of ownership (closing statement or deed) may be required. Your Tax ID # is on your tax bill, or can be found here at county equalization: [2024 Parcel Information - Grand Traverse County Maps](#)
2. _____ Grand Traverse County Health Department Permit – for well and septic eh@gtcountymi.gov or click here [Environmental Health | Grand Traverse County, MI](#)
3. _____ Grand Traverse County Road Commission Driveway Permit – for new driveway if on a public/County maintained Road (231) 922-4848 [Right-of-Way Permits | Grand Traverse Road Commission](#)
4. _____ Grand Traverse County Road Commission Private Road Permit – for new private road (231) 0922-4848 [Right-of-Way Permits | Grand Traverse Road Commission](#) (A new private road must also meet the requirements of the township ordinance, found here: [FLT Zoning Ordinance](#))
5. _____ Grand Traverse County Soil Erosion Permit if the structure is commercial use/property, within 500 feet of a lake, stream; or excavating one (1) or more acres of land (231)995-6051 [Soil Erosion & Sedimentation Control | Grand Traverse County, MI](#)
6. _____ Complete site plan drawn to scale **with all items listed below.**
 - ☐ Show Scale ☐ Lot Lines ☐ Buildings ☐ Include North Arrow
 - ☐ Distances between new structure and existing buildings
 - ☐ Distances (setbacks) to lot lines from each corner of proposed structure
 - ☐ Distances measured from furthest overhang, not wall
 - ☐ Driveway must be indicated

If private road, distance to any other driveway must be included, regardless the side of the road.

6. _____ Survey Sketch Site Report. Required for verification on projects utilizing minimum allowed setbacks, non-conforming lots and/or those issued a variance. This site plan is sealed by a surveyor to indicate property lines, setbacks, structures and any known easements.

7. _____ Complete set of blueprints. All new buildings / additions must have dimensional drawings. This includes elevations and floor plans with dimensions/measurements.

8. _____ Land Use permit application form filled out completely and signed by owner (all fields).

9. _____ Property must be staked for inspection (property lines and proposed structure).

10. _____ Payment of fees. Additional Resources:

EGLE – Environment, Great Lakes & Energy – *Formerly DEQ* (231) 775-3960 Equalization (231) 258-3340

All information can be emailed to the Zoning Department zoningadmin@fifelaketwp.com or dropped off to the township office in the drop box at 134 Morgan St. Email is the fastest way to contact the Zoning Department. Your application will be processed in the queue in order, once all required documents are received. It is preferred to have all information submitted at once, so that documents are connected to the right application. All questions can be emailed or calls to 231.879-3963 x 302. The Zoning Department meets by appointment only and does not hold regular office hours at this time.

Zoning Ordinance:

[FLT Ordinance](#)

Land Use Application, forms and fees:

[Land Use Permit – Updated 2024 – Fife Lake Township](#)

You ***MUST*** answer all questions and include all attachments, or this will be returned to you.

Email or mail to: FIFE LAKE TOWNSHIP
zoningadmin@fifelaketwp.com

FOR OFFICE USE ONLY	
Permit Numbers:	
Health Department	_____
Driveway	_____
Soil Erosion	_____
Application Approved by:	_____
Date	_____

PARCEL CODE	_____ - _____ - _____
LAND USE PERMIT #	_____
Received	_____ Issued _____
Fee \$	_____ Paid _____ Ck # _____

FIFE LAKE TOWNSHIP
Grand Traverse County
134 Morgan St/Box 87, Fife Lake MI
(231) 879.3963 x302

AREA MUST BE STAKED FOR SET BACK INSPECTION

Have you staked both the property lines and the building site? _____

Date Inspected: _____

APPLICATION FOR LAND USE PERMIT

Permits are **VALID FOR ONE YEAR** from date of issue

OWNER _____ DATE: _____

ADDRESS _____ PHONE: _____ EMAIL: _____

PROJECT ADDRESS _____ ZONED: _____

GENERAL CONTRACTOR _____ PHONE: _____ EMAIL: _____

CONTRACTOR ADDRESS _____ LICENSE # _____

PROPOSED LAND USE Residential _____ Commercial _____ Industrial _____ Agriculture _____

Describe the Use: _____

SITE PLAN REQUIRED DRAWN TO SCALE (*Either professional or drawn on back of application*)

PROPOSED LOCATION ON PARCEL: OVERALL STRUCTURAL DIMENSIONS:

Width _____ Length _____ Height _____ # Stories _____

SETBACKS: Distance from road side property line _____ Rear line _____

Distance from side line _____ and side line _____

TYPE OF CONSTRUCTION - BLUE PRINTS REQUIRED

_____ House	_____ Wood Frame	_____ Block Basement
_____ Garage	_____ Post Frame	_____ Wood Basement
_____ Deck	_____ Block	_____ Poured Wall Basement
_____ Shed	_____ Poured Wall	_____ Block Crawl
_____ Mobile Home HUD	_____ Pre-Fab	_____ Wood Crawl
_____ Mfg. Home HUD	_____ Structural Steel	_____ Poured Wall Crawl
_____ Office	_____ Other Explain _____	_____ Slab
_____ Warehouse		_____ Other Explain _____
_____ Shop		
_____ Other Explain _____		

IN GRANTING OF A PERMIT FOR CONSTRUCTION, ALL APPLICABLE ORDINANCES SHALL BE COMPLIED WITH. THE TOWNSHIP OF FIFE LAKE SHALL NOT BE LIABLE FOR ANY DAMAGES RESULTING THEREFROM.. IN SIGNING THIS APPLICATION, YOU ARE PERMITTING A REPRESENTATIVE OF CLEARWATER TOWNSHIP TO DO ON SITE INSPECTIONS.

OWNER MUST SIGN _____ Phone: _____ Date: _____