

Date Form Provided (1st Visit) _____

Zoning Administrator _____

ZONING PERMIT APPLICATION CHECKLIST

As of September 11, 2018

Instructions:

1. Zoning Permit Application tasks to complete prior to Zoning Permit Approval.

Item "X"	Document or Task	Remarks
_____ or _____	<p>Provide either of the following:</p> <p>1. Survey. A current survey showing corners and lines.</p> <p>2. Clearly marked corners as seen on deed's property description.</p>	
_____	<p>Site Plan*</p> <ul style="list-style-type: none">- existing structures- distances from property lines- distances from road rights-of-way- proposed structure location, shape, dimensions <p>*See Example Site Plan Sketch on Back</p>	
_____	<p>Land deed issues.</p> <ul style="list-style-type: none">- lease(s) provide copy- easement(s) provide copy- Tax ID or Sidwell Number	

2. **Questions** should be addressed to Rick Orsborne, Zoning Administrator, at telephone (906) 203 7157.

3. **Zoning Permit Application and checklist:** please return **completed form**, or if Rick Orsborne has signed off on zoning, provide the office with a copy of the documentation, Attention: Lorraine, Superior Township Hall, telephone (906) 248 5213.

4. **Regular Planning and Zoning Committee** meetings are held the second Tuesday of every month at 6 p.m. at the Superior Township Hall in Brimley, Michigan.