

**Outline of Application Process
for
Zoning Compliance Permit**

Requirements for a Zoning Compliance Permit are detailed in the Zoning Ordinance, which is available on the web site. Please refer to Article XI, Sections 9.0 through 9.2, of the Ordinance for more detail.

Basically, an application is considered complete when the following are submitted to the Township Office:

- A completed zoning compliance application form
- Two copies of a plot plan (refer Ordinance Section 9.2)
- Application fee

Subsequent to submission, an in-house review for zoning ordinance compliance will take place followed by an inspection on-site of the staked construction corner distances to property line(s), right of way line(s), ordinary high water mark, or other as applicable.

If application meets the requirements of the zoning ordinance, the permit is signed, dated, any notations added. A copy is then faxed to PCI, Inc. in Hastings for their inclusion with the building permit application. A copy of the permit is also mailed to the applicant.

Time to completion: minimum two days, longer depending on the complexity of application and the number of applications pending.