



# SPARTA TOWNSHIP

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www.spartatownship.org

## ZONING PERMIT APPLICATION

A Zoning Application must be filled out completely and must be approved before a building permit will be issued and before any construction activity. **A site plan must be attached**, showing the following items:

1. Dimension of the lot and /or acreage (all sides)
2. The location, with the distances to the lot lines, of existing and proposed structures
3. The dimensions of all existing and proposed structures
4. The distance between all existing structures
5. The location of all roads bordering or on the property
6. The location of any power or gas lines on the property
7. The location of any lakes, rivers, stream, or wetlands on or near the property
8. The location of any easements on the property
9. An arrow indicating direction on the property.
10. Building prints, including dimensioned floor plans and elevations

Applicant Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Project Address \_\_\_\_\_ Parcel # 41-05-\_\_\_\_-\_\_\_\_-\_\_\_\_\_

Description of Proposed Use \_\_\_\_\_

**Dimensions of Proposed Structure:** Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

**Lot dimensions:** \_\_\_\_\_ Area: \_\_\_\_\_

**Setbacks:** Front \_\_\_\_\_ Rear \_\_\_\_\_ Side (a) \_\_\_\_\_ (b) \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

*\* The information on this form is filled out accurately to the best of my knowledge. I authorize the Zoning Administrator or their authorized agent access to my property for the purpose of inspecting the status of this project and compliance with the requirements of the permit.*

**Zoning Determination** (office use only) \_\_\_\_\_

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee Paid \$ \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for denial \_\_\_\_\_

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

Logged by Building Inspector \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Copy sent to Assessor \_\_\_\_\_

- When is a zoning permit necessary? Generally, a permit is required for any type of construction activity or demolition of a structure. Examples are:

<b>Accessory Buildings</b>	<b>Garages</b>
<b>Additions</b>	<b>Homes</b>
<b>Agricultural Buildings</b>	<b>Manufactured Homes</b>
<b>Carports</b>	<b>Pools</b>
<b>Decks</b>	<b>Porches</b>
<b>Demolition</b>	<b>Sheds</b>
<b>Farm Labor Housing</b>	<b>Signs Over 16 Sq. Ft.</b>
<b>Fences</b>	

- When is a zoning permit **not** required? Generally, a zoning permit is not required for placement of manufactured **housing in a licensed mobile home park** or for alterations or renovations to an existing structure where there are **not any structural changes**; however, other types of permits maybe required. Examples of exclusions from zoning permits include the replacement of siding, windows, doors, roof cover, interior renovations, etc.
- Is there a fee for the permit? Yes. \$25.00
- What is needed at the time of application? A detailed drawing of the property, depicting the boundaries, size, and location of existing structures, as well as the size and location of the proposed improvements.
- Is there a resource available to assist me with the sketch? Yes. The “Access Kent” Website at [www.accesskent.com](http://www.accesskent.com). Select “Online Services” then “Property/Parcel Lookup.”



“Property/Parcel Lookup.” This is an advanced internet-based mapping service that is free. You can search by a variety of methods, as well as use the “ZOOM IN” or “ZOOM OUT” features to display a given region, area, or parcel. You can use the “IDENTIFY” tool to retrieve ownership and other parcel information. Several new features have been added such as the ability to measure distances. The images are in infrared high-resolution format and the photography was captured in the spring of 2018.

SITE PLAN DIAGRAM