

# POLKTON CHARTER TOWNSHIP

Ottawa County, Michigan

## **APPLICATION FOR AGRICULTURAL SITE PLAN REVIEW**

A review and zoning approval are required for the construction of all Agricultural Use Structures and any shed 200 sq. feet or less, in all zoning districts (State Building Code Section 105.2)

Building Permits are required for all other accessory buildings within all zoning districts.

### **Instructions to Applicant:**

1. Complete the enclosed application with site diagram. Submit copies of all required documents with your application.
2. Attach proof of ownership (Property tax statement or Copy of Deed)
3. Enclose a non-refundable application fee of \$100 for a single structure.  
\*additional fees may be assessed for extended site plan reviews which may cause the Township to seek advice and/or guidance.

### **Make checks payable to: IMS**

4. Deliver completed application to IMS, 263 Northland Drive, Rockford, MI 49341

**If you have any questions regarding construction requirements, please contact Imperial Municipal Services Monday-Friday 8am to 4pm at (616)863-9294.**

### **Setback Requirements**

The Polkton Township Zoning Ordinance includes setback requirements for all zoning districts. View these at the Township Office or on the Township website at: [www.polktontownship.com](http://www.polktontownship.com)

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Permanent Parcel Number: \_\_\_\_\_

Building Dimensions (width x length x height): \_\_\_\_\_

Type of Construction (circle) Pole 2x4 2x6  
other (explain) \_\_\_\_\_

Roofing Material: \_\_\_\_\_ Siding Material: \_\_\_\_\_

Number of Windows: \_\_\_\_\_ Number of overhead/sliding doors: \_\_\_\_\_

Number of Service Doors: \_\_\_\_\_ Floor Type: \_\_\_\_\_

Electricity: Yes No Heating/Cooling (HVAC): Yes No Plumbing: Yes No

DO NOT WRITE BELOW THIS LINE (to be completed by the Zoning Administrator)

Setbacks: FRONT: \_\_\_\_\_ ft. SIDE 1 \_\_\_\_\_ ft. SIDE 2 \_\_\_\_\_ ft.

REAR: \_\_\_\_\_ ft. LOT WIDTH \_\_\_\_\_ ft. LOT AREA \_\_\_\_\_ ft.

Distance between buildings \_\_\_\_\_ ft. Zoning District \_\_\_\_\_

Zoning Permit Application:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Date of optional site inspection: \_\_\_\_\_ Initials: \_\_\_\_\_

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## APPLICATION FOR AGRICULTURAL SITE PLAN REVIEW

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

ADDRESS OF PROJECT (If different from above): \_\_\_\_\_

PERMANENT PARCEL NUMBER: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

ZONING DISTRICT(S) ADJACENT TO PROJECT: \_\_\_\_\_

PROPOSED PROJECT AND INTENDED USE: \_\_\_\_\_

ANTICIPATED COMPLETION DATE: \_\_\_\_\_

The Polkton Township Zoning Ordinance defines an agricultural building as “a building that is designed, constructed and used only to store farm implements, hay, grain, and/or other horticultural products, or used for the storage, care and feeding of poultry, and/or livestock. It shall not be a place of human habitation or a place of employment where agricultural products are processed, treated or packaged; nor shall it be a place used by, or open to, the public...”

SIGNATURE: \_\_\_\_\_

(Confirms plan to build building in accordance to the application)

Please include proof of ownership of property with the application (e.g. tax statement/deed)

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### OFFICE USE:

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Zoning Permit Number: \_\_\_\_\_