OFFICE HOURS:
MONDAY through FRIDAY
8am to 4pm

RICHMOND TOWNSHIP
P.O. BOX 35
PALMER, MI 49871

OFFICE TELEPHONE
(906) 475-4180
FAX NUMBER
(906) 475-7516
https://richmondtownship.us

APPLICATION PROCEDURE FOR OBTAINING A ZONING COMPLIANCE PERMIT

APPLICANT

↓

RICHMOND TOWNSHIP HALL
Township Staff
Office hours 8am to 4pm M-F

Applicant obtains the following:
Application for Zoning Action
Application for Zoning Compliance Permit
Basic Preview of Required Procedures
Relevant Section(s) of Zoning Ordinance
Application Fee Schedule
Deadline Date for Submissions
Checklist of Items Required

APPLICANT

↓

Obtains Necessary Information
Completes Application(s)
Returns Application(s) with Fee

RICHMOND TOWNSHIP OFFICE
Township Staff

↓

Reviews Application(s) for Completeness
Acknowledges Fee Receipt and Dates
Creates Record File for Township
Posts Public and Other Notices as Required

ZONING ADMINSTRATOR

↓

Issues Zoning Compliance Permit (ZCP) to Applicant for presentation to Marquette County Building Codes Department for Issuance of Building Permit

↓

Forwards completed Application along with other required information to appropriate approval body for review at next regular scheduled meeting.

APPROVAL BODY

↓

Reviews and approves, approves with conditions or denies request.

TOWNSHIP STAFF

↓

Notifies applicant in writing of decision.

IF APPROVED

↓

Publishes as requires, files information and Township record file.

IF DENIED

↓

Applicant may seek appropriate appropriate relief via Zoning Board of Appeals route as outlined in the Zoning Ordinance.

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APPLICATION FEE SCHEDULE *
FOR
ZONING ACTION REQUESTS

ZONNG COMPLIANCE PERMIT

$10.00	Accessary Buildings; barns, decks, sheds, signs, misc. structures
$20.00	Single Family Dwelling Units
$30.00	Commercial, industrial, Multi-family Residential or Other

SITE PLAN REVIEW

$40.00	Minimum Review Fee for buildings up to 1500 S.F. gross floor area
$10.00	Additional Fee for each 100 S.F. over 1500 S.F. gross floor area
$200.00	Minimum Fee for buildings in excess of 3100 S.F. gross floor area Plus $50.00/Hour Review Fee as required

CONDITIONAL USE PERMIT

$100.00

ALL ZBA CASES, VARIANCE REQUESTS OR ANY OTHER APPEALS PROCEDURE

$100.00

ADMENDMENTS AND / OR REZONINGS

$100.00

COPIES OF ASSESSOR FIELD CARDS

$2.00

CLASS A NON-CONFORMING USE / STRUCTURE DESIGNATION

$100.00

MINERAL EXTRACTION PERMIT

$200.00

*As approved by the Zoning Board at the February 12, 2003, meeting.

Section 4.7 AREA, YARD, HEIGHT AND BULK RESTRICTIONS

Section 4.7 Table: Area, Yard, Height and Bulk Restrictions

Zoning District	Minimum Lot size		Maximum Height of Structure (Feet)	Maximum Height of all Accessory Structures (Feet)	Minimum yard setback (Per lot in feet)				Maximum % of Lot Coverage (All bldgs combined)	Minimum Floor Area in Square Feet
	Area (Sq ft)	Width (Feet)			Front	Sides		Rear		
						At Least One	Total of Two			
(R-1) Residential	7500	50	30	15	20	1	5	1	35%	600
(RR-1) Rural Residential	1 Acre (A)	150	30	30	25	10	20	35	35%	600
(TD) Town Development	7500	50	30	15	25	5	10	5	75%	600
(I) Industrial	1 Acre	150	(B)	(B)	30	10	20	20	50%	None
(FR-1) Forest Recreational	10 Acres	330	30	30	25	20	40	35	25%	None
(MR-1) Mineral Resource	5 Acres	200	(B)	(B)	30 (C)	10 (C)	20 (C)	20 (C)	50%	None

A. Two acre minimum lot size for two-family dwelling unit.
B. Height at any point on a structure shall not exceed the horizontal distance to any lot line.
C. Buffers according to Section 4.13 (C) may also be required.

Section 4.8 ONE PRINCIPAL STRUCTURE PER LOT

No more than one principal structure or use may be permitted on a lot, unless specifically provided for elsewhere in this Ordinance. In the Town Development District there can be both a residential dwelling and a separate building used for commercial purposes on the same lot.

Section 4.9 HEIGHT REQUIREMENT EXCEPTIONS

The following are exempted from height limit requirements, provided that no portion of the excepted structure may be used for human occupancy.

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ZONING ACTION REQUEST

(Required For All Applications)

CASE NUMBER _____

This portion is to be completed by the applicant. (Please print in ink only)

NAME _____ DATE OF APPLICATION _____

ADDRESS _____ PERMANENT PARCEL NO. _____

CITY _____ PHONE NO. ( ) _____

STATE / ZIP CODE _____ FAX NO. (____) _____

E-MAIL _____

OWNERSHIP INTEREST IN PROPERTY: DEED _____ LEASE _____ LAND CONTRACT _____

Other (Explain) _____

LEGAL DESCRIPTION OF PROPERTY (as listed on deed, tax bill or copy attached): Section ____, T____, N-R ____ W.

APPLICATION FOR: (Check all the apply)

ZONING ACTION REQUESTED	APPROVING AUTHORITY
ZONING PERMIT	
___ Zoning Compliance Permit	Zoning Administration
___ Conditional Use Permit	Planning Commission
___ Mineral Extraction Permit	Planning Commission
LAND DEVELOPMENT	
___ Land Division Approval	Township Assessor or Township Supervisor
___ Subdivision /Condominium	Township Board
HOME LOCATION	
___ Class I	Zoning Administrator
___ Class II	Planning Commission & Zoning Administrator
APPEALS	
___ Decision of Zoning Administrator or Planning Commission	Zoning Board of Appeals
___ Ordinance Interpretation	Zoning Board of Appeals
___ Variance – Non-Use	Zoning Board of Appeals
ZONING ORDINANCE REVISIONS	
___ Zoning map Change	Planning Commission/Township Board
___ Zoning Text Amendment	Planning Commission/Township Board
___ CLASS A NON-CONFORMING USES/STRUCTURES	Zoning Board of Appeals

The undersigned acknowledges that the above information is true to the best of their belief and that they have been provided appropriate information concerning zoning compliance as well as copies of applicable ordinance requirements. In addition, applicant hereby grants permission for members of Richmond Township Planning Commission, Zoning Board of Appeals, Township Board, and Zoning Administrator to enter on the above described property for the purpose of gathering information related to this application.

Authorized Signature, Owner /Agent _____ Date _____

FEE PAID _____ DOLLARS ($_____) (Non-refundable)

Materials Received: Site Plans _____ Legal Description_____ Other_____

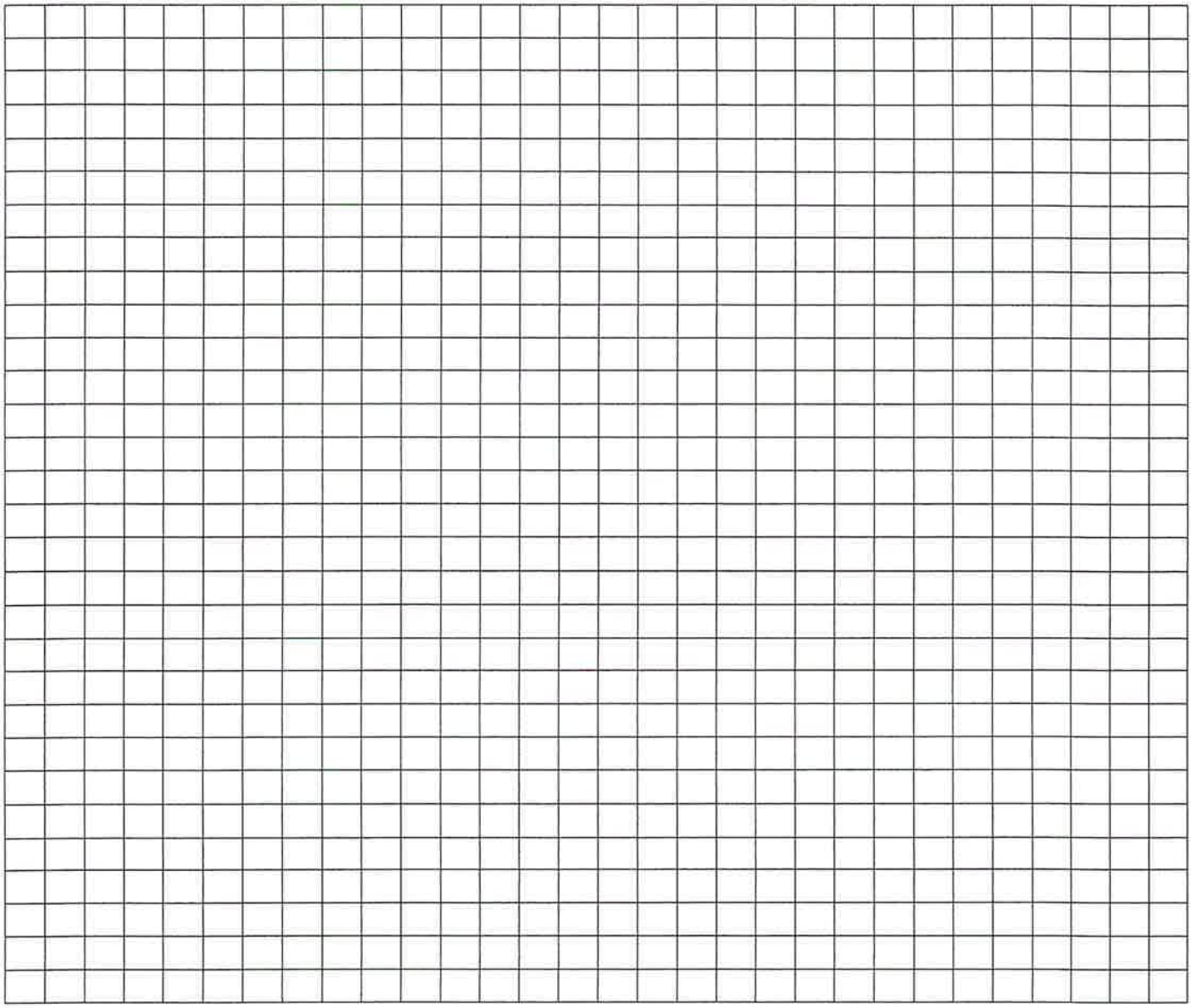
THIS _____ DAY OF _____, 20_____

RICHMOND TOWNSHIP

BY _____ TITLE _____

(Please print name here)_____

PLOT PLAN – FOR APPLICANT'S USE: INDICATE LOT LINE. BUILDING LOCATIONS, SIZES AND ALL DIMENSIONS AND DISTANCES.



OWNER'S SIGNATURE_____ Date _____

THIS SECTION IS FOR RICHMOND TOWNSHIP USE ONLY

CAES NO. _____
ZONING DISTRICT_____
LOT OF RECORD _____ L_____P_____
ACREAGE _____
APPROVED_____ DENIED_____

REMARKS _____
_____
_____
_____
_____

NOTE:
This Zoning Compliance permit shall become null and void and fees forfeited unless construction and/or use is completed within Five Hundred Forty-Five (545) days of the following date: _____.

If this Zoning Compliance Permit is issued under a Conditional Use Permit approved by the Township Planning Commission, it shall become null and void and fees forfeited unless construction and/or use is commenced within Two Hundred Ten (210) days of the following date: _____Construction shall be completed within Five Hundred Seventy-Five (575) days of date of issuance.

RICHMOND TOWNSHIP
BY: _____ TITLE:_____