



Date Received _____
Check # _____
Payment _____

**TOWNSHIP OF MUNISING
ZONING COMPLIANCE PERMIT APPLICATION
VACATION RENTAL**

Please complete the application, include a check in the amount of \$50.00 payable to Munising Township, and mail to the following:

Township of Munising
PO Box 190
Wetmore, MI 49895

Zoning Administrator
(906) 387-4404
muntwpza@gmail.com

Property Information

Street Address _____
City, State, Zip _____
Property Tax ID # _____
Zoning District _____

Property Owner

Name _____
Mailing Address _____
City, State, Zip _____
Phone Number _____
Email _____

Agent (If applicable)

Name _____
Mailing Address _____
City, State, Zip _____
Phone Number _____
Email _____

24 Contact Person

Name _____
Mailing Address _____
City, State, Zip _____
Phone Number _____
Email _____
Travel Time To Rental Property _____

Number of Bedrooms _____

(A maximum of two (2) occupants per bedroom plus four (4) additional occupants on the premises permitted)

Are Pets Allowed Yes _____ No _____

(Pets shall be secured on the premises or on a leash at all times)

Parking Plan (**Please include diagram**)

(All parking shall be out of the roadway and entirely on-site in the garage, driveway, or other improved area)

All Occupants must practice courtesy to neighbors in regard to noise and activity.

The Township Zoning Administrator must have up-to-date owner and/or manager contact information.

The Township Board, by resolution, may establish a maximum number of vacation rentals allowed within the Township.

By January 31st of each year, the owner or manager of the property permitted as a vacation rental shall notify the Munising Township Zoning Administrator, in writing, that the property will or will not be used as a vacation rental for that year. If the property is not used as a vacation rental for two consecutive years, any vacation rental permit for the property shall expire without further action by the Township.

The Undersigned applicant hereby swears that the information contained in this application together with any attached exhibits or supplemental information is true and correct.

Signature of Applicant (Owner)

Date

FOR OFFICE USE ONLY

Application of Certificate of Zoning Approval is hereby **APPROVED** / **DENIED** in accordance with the provisions of the Munising Township Zoning Ordinance, as adopted March 2, 2000 subject to the following conditions and restrictions:

Zoning Administrator

Date

ARTICLE XI SITE PLAN REVIEW

Section 1101 Intent

It is the purpose of this Article to require site plan review approval for all buildings, structures, and uses that can be expected to have a significant impact on natural resources, traffic patterns, adjacent parcels, and the character of future development. The regulations contained are intended to provide and promote:

- A. The orderly development of the Township;
- B. The safe and convenient movement of traffic both within the site and in relation to access streets; and,
- C. The stability of land values and investments by preventing the impairment or depreciation of land values and development.

Section 1102 Site Plan Required

- A. No person shall commence any use or erect or enlarge any structure without first obtaining the approval of a site plan by the Zoning Administrator.
- B. A site plan is required for, and shall accompany, the following applications:
 - 1. Zoning Compliance Permits for:
 - a. Any proposed construction,
 - b. Any commencement of a new use, and
 - c. Any proposed change in use.
 - 2. Conditional Use Permit
 - 3. Variance
 - 4. Request for Continuation of a Non-Conforming Use or Structure
 - 5. Class A Non-Conforming use designation
 - 6. Any other request for zoning status
- C. The site plan shall be drawn on or attached to the application form at an appropriate scale for the required information to be properly and clearly shown.

Section 1103 Site Plan for Single and Two-Family Dwellings and Residential Accessory Uses and Structures and for Recreational Structures

The site plan shall include:

- A. A legal description of the site.
- B. All lot lines and dimensions of the lot.

- C. All roads and easements.
- D. All existing and proposed buildings shall be shown and labeled.
- E. Proposed use of each building.
- F. Distances between buildings and all lot lines.
- G. Building dimensions.
- H. Natural features affecting development (rock, water, etc.).
- I. Well and septic locations.
- J. A North arrow.

Section 1104 Site Plans for Commercial, Industrial, and Multiple Family Development (all other development)

The site plan shall be provided on six identical copies on one or more sheets.

- A. A scale adequate to illustrate the proposed activity.
- B. A legal description of the lot: the name, address and telephone number of the owner, developer, and designer.
- C. Date, North arrow, and scale.
- D. The actual dimensions of the proposed developed area (as shown by a licensed surveyor, or licensed engineer, with survey stakes visible) showing the relationship of the subject property to abutting properties.
- E. The location of all existing and proposed structures including signs, on the subject property and all existing structures on land immediately adjacent to the site within 100 feet of the site's parcel lines.
- F. The location of all existing and proposed drives and parking areas.
- G. The location and right-of-way widths of all abutting streets, alleys, and private drives.
- H. The location of proposed planting and screening, fencing, signs, and advertising features.
- I. The height and floor area of all proposed structures.
- J. The size and location of all existing and proposed public and private utilities and required landscaping.
- K. Any other information necessary to establish compliance with this Ordinance or any other applicable ordinances.

- L. A topographic map with enough detail to show the location of all existing and proposed surface water impoundments, and the surface water drainage pattern.
- M. The location and extent of all earth movement, which is planned. Indicate if a sedimentation erosion control permit has been applied for.
- N. The location on the parcel that will be utilized for the on-site storage of snow and the resulting anticipated drainage pattern that will result from the melting snow.

Section 1105 Review Procedures

- A. Upon receipt of a Section 1103 Site Plan, the Zoning Administrator shall within 10 working days approve or deny the site plan. The site plan shall show compliance with this Ordinance and demonstrate the adequacy of utility service. Denial shall be in writing and detail the reasons which are limited to any defect in form or required information, or violation of any provision of this Ordinance or any ordinance enacted by the Township Board. The Zoning Administrator shall identify changes which would make the plan acceptable. The Zoning Administrator shall use the standards in Section 1106 in the review.
- B. Upon receipt of a Section 1104 Site Plan, the Zoning Administrator shall within 10 working days review it to determine whether it is in proper form and contains all of the required information. The administratively complete application will be forwarded to the Planning Commission for review at a regular or special meeting. The Planning Commission shall act on all site plans submitted within 60 days. The Planning Commission shall approve or deny the site plan. Denial shall be in writing detailing the reasons which are limited to any defect in form or required information, or violation of any provision of this Ordinance or any other Ordinance enacted by the Township Board. The Planning Commission may approve the site plan with necessary changes which would make the site plan acceptable. The Planning Commission shall use the standards in Section 1106 in the review. The applicant must submit the revised site plan with all of the changes as approved by the Planning Commission to the Zoning Administrator before obtaining a Zoning Compliance Permit.
- C. The proposer may appeal any denial to the Township Zoning Board of Appeals.

Section 1106 Site Plan Review Standards

The Zoning Administrator and the Planning Commission shall use the following standards for site plan review approval:

- A. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property, and the type and size of the buildings. The site will be so developed as to not impede the normal and orderly development or improvement or surrounding property for uses permitted in this Ordinance.
- B. The landscaping shall be preserved in its natural state in so far as practical by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas.
- C. Special attention shall be given to proper site surface drainage so that removal of storm waters

and melting accumulated snow will not adversely affect neighboring properties.

- D. Attention shall be given that the placement of accumulated snow removal piles shall not obstruct the vision of drivers at any driveway, parking lot or other route providing ingress and egress to any premises or traffic control measures.
- E. The site plan shall provide reasonable visual and auditory privacy for all dwelling units located therein. Fences, walks, barriers, and landscaping shall be used as appropriate for the protection and enhancement of property and for the privacy of its occupants.
- F. Every Structure or dwelling shall have access to a public street, walkway or other area dedicated to common use.
- G. All loading or unloading and outside storage areas, including areas for storage of trash, which face or are visible from residential properties, a residential zone, or public thoroughfares, shall be screened to at least six feet in height.
- H. Exterior lighting shall be arranged so it does not adversely affect adjacent properties.