



Land Use Permit Requests
Planning and Zoning Department
A Step-By-Step Guide

1. INTRODUCTORY MEETING WITH PLANNING STAFF - Staff will assist the applicant by explaining the review process, review the zoning requirements, and provide site information, review the application and site plan requirements.
2. SUBMISSION OF APPLICATION - Applicant will submit application to the Zoning Administrator for review. **Fee must be received before any requests are processed.**
 - 2a. APPLICATION/SITE PLAN IS INCOMPLETE – Staff will prepare a notice of findings/corrections that will be sent to the applicant or review in person.
 - 2b. APPLICANT SUBMITS REVISIONS – Staff reviews for completeness.
3. ZONING ADMINISTRATOR APPROVAL - Staff will review request to determine if application is complete. If application is complete and the request meets the requirements of the Zoning Ordinance a land use permit will be issued.
4. STAFF ISSUES PERMIT – A copy of the permit is given to or mailed to the applicant.
5. APPLICANT OBTAINS A BUILDING PERMIT – Applicant applies for a building permit from the State Building Inspector.
6. SITE VISIT TO CLOSE OUT PERMIT – Staff will perform a site visit to determine if the construction has met the requirements of the ordinance. If there are no issues, the permit is then closed.

No accessory structure can be constructed unless there is a primary structure; there must be at least 10 foot separation between principle and accessory structures.



PLANNING & ZONING
9208 KAUKO STREET
KALEVA, MI 49645
231.362.3366 (phone)

Land Use Permit Application
Basic Site Plan
Please Print

Address:	Parcel # 51-	
Applicant Information		
Address:		
Phone:	Cell:	Email:
Name of Contractor (if applicable):		
Included signed letter of authorization with landowner to pull permits for the property: ☐ Yes ☐ No		
Address:		
Phone:	Cell:	Email:
License Number:	Expiration Date:	
Project Information		
Description of Project (include square feet):		
Parcel Size (Acres or SQ Ft):	Finished Height of Project:	
Specific Land Use:		
Zoning District:	Present/proposed Land Use:	
Waterfront Yard: ☐ ☐	Section #:	
Size of Proposed Structure:		
Front Setback:	Side Setback:	Rear Setback:
* Any Modification or improvising of directional water run-off and or water drainage must be contained within the property of the parcel owner.*		
Authorization		

I verify that the information and statements made in this application are true and accurate, and understand if found not to be true, any land use permit that may be issued, may be revoked. Further, I agree that any permit that may be issued is with the understanding that I/we will comply with all applicable Sections of the Village of Kaleva Zoning Ordinance. Also, I agree to notify the Village of Kaleva Zoning Administrator BEFORE the start of any construction, when the proposed uses are marked on the ground for the purpose of a pre-construction inspection. Further, I understand that this is a permit application (not a permit) and that a Land Use Permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code or deed restriction of other property rights. Further, I agree that if a Land Use Permit is issued, I give permission for officials from the State of Michigan, Manistee County and Village of Kaleva for the purposes of inspection.

Signature: _____ Date: _____
(PLEASE MAKE ALL CHECKS PAYABLE TO THE VILLAGE OF KALEVA)

Office Use Only

Fee: Please Check the Village of Kaleva Fee Schedule to determine the cost of your project

Zoning District: _____	Notes: _____
Approved: _____	Denied: _____ Reason(s) are attached.
Payment form _____	Check #: _____ Receipt #: _____

Signature: _____ Date: _____

COPY TO ASSESSOR AND ZONING ADMINISTRATOR

For simple site plans this sheet is provide for convenience. Other site plans containing all required information may be submitted, including Superimposed Surveys, Superimposed Aerial Photos or drawings drawn to scale

SITE PLAN SCALE ¼ inch (one square) equals 5 feet																			
DRAW AN ARROW THAT INDICATES DIRECTION OF NORTH																			
Address of proposed Development:																			
Type of Improvement:																			
Name of Preparer:																			
Address of Preparer:																			
Date:										Parcel Area:									

Basic Site Plan Checklist	
Basic Site Plan. A basic site plan shall be required for new dwellings, additions to dwellings, or construction of accessory structures, single family dwellings; accessory structures and additions to existing single family dwellings; and accessory structures and additions to multiple unit dwellings which do not result in an increase in the number of units, the site plan shall be subject to Zoning Administrator review. Basic site plans shall include and illustrate at a minimum the following information:	
	1. The property, identified by parcel lines and location and size.
	2. Name and address of the property owner(s), developers), and designers), and their interest in said properties.
	3. Existing man-made features, including dwellings, fences, landscaping and screening, accessory structures, and similar features; and the heights and floor area of such structures and other important features.
	4. The scale, north point
	5. . The location of proposed and main and accessory buildings, existing structures, fences on the site, the height of all buildings and square footage of floor space
	6. Location of existing and proposed driveways and curb cuts, if any.
	7. Location of existing public and private rights-of-way and easements contiguous to and on the property.
	8. Natural features, including trees with a diameter at breast height of three inches or more, water bodies and wetlands, high-risk erosion areas, beach, sand dunes, slopes in excess of 25%, drainage and similar features.
	9. Show any changes or modifications required for any applicable regulatory agencies' approvals. (Site plan or design plan changes required after the Commission issues a Special Use Permit shall also be changed in accordance with procedures established in this ordinance for minor adjustments or amendments to Special Use Permits.
	10. Any other information as may be required by the Zoning Administrator to aid in the review of the Site Plan.
	11. Any permits/letters required by outside entities including, but not limited to Soil Erosion Permit, Health Department Permit, EGLE Permit, and Army Corp of Engineers Permit.

WHEN COMPLETED SEND TO:

Village of Kaleva
9208 Kauko Street
P.O. Box 45
Kaleva, MI 49645

Phone (231) 362-3366

Email: villageofkaleva@yahoo.com

Land Use Application