

**ZONING PERMITS**  
**INFORMATION NECESSARY TO OBTAIN**  
**CLEARANCE FOR BUILDING PERMITS**

Prior to beginning any construction or change in land use, the applicant is required to obtain a zoning clearance from the appropriate jurisdiction. Zoning clearances are required prior to any change in land use, site evaluation, issuance of septic or well permits or enlargements or construction of any structure.

**ZONING CLEARANCES CAN BE OBTAINED AT THE FOLLOWING OFFICE**

**MECOSTA TOWNSHIP:** 19729 11 Mile Rd. Big Rapids, MI 49307  
OR CALL 231-796-8935 Ext. 1 / Fax (231) 796-9185

\*The Village of Morley & Stanwood are exempt from Township Zoning.  
For permits you still need to apply at the  
**MECOSTA COUNTY BUILDING DEPARTMENT AT 231-592-0105**

**REQUIREMENTS FOR TOWNSHIP ZONING CLEARANCE**

1. Application must be filed with this Zoning Office, by one of the following: property owner, licensed general contractor or property owner agent. (Agent must present signed affidavit from owner.)
2. Proof of ownership must be presented, prior to issuance. If parcel is registered in County Tax Roles (in applicant's name) that will be accepted as proof of ownership. Applicants not having parcels in Township computer system **MUST PRESENT** a copy of their deed or land contract prior to issuance of any zoning clearances or permits.
3. Applicants must bring a site plan showing the following information.
  - a. All lot lines with dimensions.
  - b. Existing or proposed roads and right of ways.
    - i. Copy of registered right-of-way with required existing buildings and their sizes, including height, if parcel is not on approved road.
  - c. Proposed building, their sizes and height.
    - i. Mobile homes- applicant must provide year, make and size of double wide or single wide prior to issuance of clearance.
      1. Location of all existing and/or proposed buildings on lot including distance from all lot lines.
      2. Location of septic and well (existing and proposed).
      3. Location of any bodies of water or wetlands and distance from construction.

**It is the applicant's responsibility to determine if they are in violation of State Laws, such as PA 591 of 1997 Land Division Act, and PA 96 of 1987 The Mobile Home Park Act. Permits may be refused or revoked subject to the requirements of any State or Local Law.**

# ZONING CLEARANCE SITE PLAN REQUIRED

**BE PREPARED TO DRAW A SITE PLAN SHOWING THE FOLLOWING**

Existing Buildings  
Well  
Lot lines  
Existing Roads

New Structures  
Septic Tank & Field  
Setbacks (Front-Side & Rear)  
Bodies of Water

**SETBACKS ARE MEASURED FROM THE ROAD RIGHT-OF-WAY  
(33 feet from the center of road is road right-of-way AND OR LOT LINE).**

