

**CERTIFICATE OF ZONING COMPLIANCE
IRA TOWNSHIP
7085 MELDRUM RD
FAIR HAVEN, MI 48023
586-725-0207**

APPLICATION PACKET

FOR

CERTIFICATE OF ZONING COMPLIANCE

APPLICANTS TAKE NOTICE OF THE FOLLOWING:

All applications must contain each and every page from this application packet, including the checklist and any unused pages. If your application does not include all items, it will not be received by the Clerk's Office.

**Please use only the forms provided with this application.
No other forms however similar will be accepted.**

**The information contained herein represents requirements contained in the Ira Township
Zoning Ordinance # 1819**

**Crystal Sovey
Ira Township Clerk**

Certificate of Zoning Compliance Application Packet

**CHECKLIST OF DOCUMENTS FOR APPLICATION
FOR CERTIFICATE OF ZONING COMPLIANCE**

Please make a check mark in the box next to each item as you assemble the following required information. When complete, submit the completed application package to the Ira Township Clerk's Office.

- One (1) completed application form, found on page 3.
- Payment of review fee of **\$25.00** payable to "Ira Township" (Funds are Non-refundable).
- Ten (10) copies of Site Plan showing the specific location of the proposed use. Indicate which "lot" or "unit" will be occupied. **Note:** All plans must be drawn to scale.
- Ten (10) copies of Floor Plan. Please be as detailed as possible and indicate any large equipment to be used. **Note:** Plans must be drawn to scale and any plans larger than 8 1/2" x 11" must be tri-folded.
- One (1) letter explaining the type of business, i.e. manufacturing of tool parts, dentist, real estate office, video store, etc. List the number of employees to be on site for each work shift and number of company vehicles. You may use the Document Supporting the Request sheet found on page 4.
- One (1) completed Affidavit of Ownership form, found on page 5.
- Two (2) copies of proof of ownership; and contract, affidavit of land contract, option agreement, deed or lease agreement.
- One (1) completed Verification of Recorded Legal Property form, found on page 6. (Must be signed by the Township Assessor).

CERTIFICATE OF ZONING COMPLIANCE REVIEW PROCESS

- Step 1:** Applicant submits a completed application packet (see checklist).
- Step 2:** Clerk's Office distributes plans to the Township Supervisor, Planning Consultant, Engineering Consultant, Building Official, Water & Sewer Superintendent, Assessor and Fire Inspector.
- Step 3:** Each department will return their written comments to the Clerk's Office within 5 calendar days.
- Step 4:** Once it has received all of the departmental reviews, the Clerk's Office will either communicate to the Building Department that the Certificate of Zoning Compliance may be issued, or communicate any issues that must be addressed to the applicant.
- Step 5:** If applicable, the applicant must address any outstanding issues identified during the departmental review, then submit a written request to the Clerk's Office for another review.
- Step 6:** Once all of the departments are satisfied, and the Clerk's Office has communicated the recommendation of approval to the Building Official, the actual Certificate of Zoning Compliance is issued by the Building Official.

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

Name of Proposed Business: _____

Applicant's Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Address of Property: _____ Previous Approvals: _____

Location: _____ Zoning: _____

Parcel No.: _____ Proposed Use: _____

Unit No. (if applicable) _____

Legal Owner of Property Described Above:

Name: _____

Address: _____ City: _____ Zip: _____

Description of Alterations to Existing Building:

Applicant's Representative:

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Applicant's Signature

Date

Printed Name of Applicant

AFFIDAVIT OF OWNERSHIP

PLEASE TAKE NOTICE that an Affidavit of Ownership must be filed with the zoning compliance application in Ira Township. Proof of ownership or interest in the property must be attached (i.e. deed, land contract, option agreement, lease, etc.) This requirement must be fulfilled in order to promptly process your application.

If the applicant is not the fee titleholder of the subject property, he/she is a purchaser according to _____, it is necessary to establish the fee titleholder's intention and desire to
(land contract, option, lease, etc.)
have the subject property receive Township approval.

(I), (We), _____, the undersigned fee title owner(s) of property hereinafter
(name)
referenced, acknowledge (my) (our) intention and desire to have the property described within the attached application for _____ receive consideration by Ira Township.
(type of application to be filed)

(I), (We) further authorize _____ as a(n) _____
(name of applicant) (recite applicant's interest in property)
of the property, to process an Application with the Township of Ira on (my) (our) behalf.

PLEASE HAVE THE OWNER(S) SIGN BELOW:

(NAME) (OWNER) (NAME) (OWNER)

(NAME) (OWNER) (NAME) (OWNER)

This form relates to property with the following parcel number:

74 - 23 - _____ - _____ - _____

STATE OF MICHIGAN
ss.
COUNTY OF ST. CLAIR

On this _____ day of _____, 200 __, before me personally appeared _____
(name of applicant)
to me known to be the person(s) described in and who executed the foregoing instrument and acknowledge that
_____ executed the same as _____ free act and deed.
(he, she, they) (he, she, they)

Notary Public
St. Clair County, Michigan
My Commission Expires: _____

VERIFICATION OF RECORDED LEGAL PROPERTY

PROJECT NAME _____

PERMANENT PARCEL NO. 74 – 23 - _____ - _____ - _____

PUBLIC ROAD(S) FRONTAGE _____

ADDRESS OF PARCEL (if available) _____

OWNERS NAME _____

ADDRESS OF OWNER _____ CITY _____ ZIP _____

**LEGAL DESCRIPTION
(INSERT HERE)**

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Do Not Write Below This Line – Assessor’s Use Only

Is the property proposed for use properly recorded with Ira Township? YES NO

COMMENTS:

Ira Township Assessor