

ZONING COMPLIANCE PERMIT APPLICATION CHECKLIST

A Dallas Township Zoning Compliance Permit application **MUST** be signed and approved by the Zoning Administrator **before** the applicant may apply for construction permits with the County.

- COMPLETED APPLICATION FORM

- A COMPLETE SITE PLAN SKETCH THAT INCLUDES THE FOLLOWING:
 - Location of proposed Building/Addition with distance from proposed Building/Addition to FRONT, REAR and BOTH SIDE property lines.
 - Proposed location(s) of existing buildings, additions, and accessory buildings and their distance to the proposed Building/Addition
 - Labeled Property Dimensions
 - Building dimensions for existing structures and proposed Building/Addition
 - Location of all bodies of water (creeks, ponds, wetlands, etc) on the site and their distance from the proposed Building/Addition.
 - Location of all underground or overhead utilities, well and septic system drain field.
 - Directional arrow indicating NORTH
 - Road location
 - Site plan may be hand drawn, but MUST be representative of actual site
 - The property legal description may be attached separately
 - Location of any private or public easements, if applicable

- APPLICATION FEE - \$100.00, payable to Dallas Township
 - Mail to Dallas Township, P.O. Box 21, Fowler, MI 48835
 - Drop off at 225 S. Main Street, Fowler, MI 48835
 - An after-hours drop box is located at this address
 - Located next to the BP Gas Station, this is **NOT** the Village of Fowler Office
 - Please note “Zoning Compliance Permit” in the check memo line

SUBMIT APPLICATION via mail or **email** to:
Dallas Township Zoning Administrator
426 S. Clinton Street
Grand Ledge, MI 48837
Email: tzfoster@zfengineering.com

Questions: Please contact the Zoning Administrator
Tammy Foster at 517-627-8068 or tzfoster@zfengineering.com