

# Pine River Township

## Zoning Application Instructions

**Description of Project:** Write in - new construction, addition, pole barn, etc.

**Floor area (Sq ft.):** List the square footage of each level. If any of the categories are not applicable to your request put "N.A." in the blank.

**Project address:** List the address of the property, if new construction and no number has been assigned, just list the road name.

**Project Parcel code#:** List your property number (from your tax statement or assessment notice), if property is a new split just list the number of the parent parcel followed by a "P".

**Estimated Cost of Project:** List what you believe the total cost will be.

**Owner name and address:** List the current owner of the property.

**Contact person:** May be the property owner or contractor.

**Contact phone:** List the number you want us to call when permit is ready for pick-up.

**Circle all that apply:** Do just that.

**Sign** (Owner must sign for leased property) and date the application.

### **INCLUDE the following with the application**

1. **A drawing** showing the property lines, the proposed construction, sewer or septic and water well if applicable. Indicate the size of the construction. Indicate the setbacks from each property line.

2. **A check** for the appropriate amount:

Residential	\$ 75.00
Commercial	\$150.00

Mail or bring to 1495 W. Monroe Rd., St. Louis MI 48880 during office hours or place in the drop box on the east side of the building. You will be called when the Permit has been issued - usually within two to three days.