

COMMERCIAL REQUIREMENTS

Applying for Commercial Permits

ALL APPLICATIONS AND PLAN SUBMITTALS MUST INCLUDE APPLICABLE AGENCY APPROVALS PRIOR TO SUBMITTAL

(DRAIN COMMISSION/SOIL EROSION--HEALTH DEPT--DPW--ROAD COMMISSION--FIRE DEPT--ETC.)

SITE PLAN REVIEW / LAND USE PERMIT:

- ☐ Complete and sign application for Land Use
- ☐ Site Plan Review
- ☐ Complete and sign application for Site Plan Review
- ☐ Dimensional Site Plan
- ☐ Soil Erosion Permit (Obtained through Grand Traverse County)
- ☐ Well and Septic or DPW Permit (Obtained through Grand Traverse County)
- ☐ Driveway Permit (Road Commission or MDOT) (Obtained through Grand Traverse Road Commission)
- ☐ Any required MDNRE permits
- ☐ Storm Water Review Application
- ☐ Fire Dept. Site Plan Review (if applicable) (Obtained through Metro Fire Department)

BUILDING PERMIT:

- ☐ Complete & Sign Building Permit Application
- ☐ 2 sets of plans (sealed by an engineer or an architect) (at least 24x36 in size)
- ☐ COMCheck (energy code compliance documentation)
- ☐ Well and Septic or DPW Permit (depends on what your water system is fed from) (GTC)
- ☐ Soil and Erosion Permit (Obtained through Grand Traverse County)
- ☐ Fire Department Building Plan Review (Obtained through Grand Traverse County)
- ☐ Health Department (if required) (Obtained through Grand Traverse County)
- ☐ Application for Plan Review (filled out and sealed by an engineer or an architect)
- ☐ Land Use

APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED ITEMS ARE RECEIVED
APPLICATIONS WILL BE DATE STAMPED AND SIGNED BY STAFF **ONCE DEEMED COMPLETE**

*INCOMPLETE APPLICATION WILL ONLY BE HELD FOR 7 DAYS

RESUBMITTAL FEES MAY APPLY

Make Check Payable to Charter Township of Garfield

Garfield Township
Building Department
3848 Veterans Drive
Traverse City, MI 49684

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

IMPORTANT - APPLICANT TO COMPLETE ALL ITEMS IN SECTIONS I, II, III, IV, AND V

I. LOCATION OF BUILDING

AT: _____
Number Street City, State, Zip

BETWEEN: _____ AND _____

SUBDIVISION: _____ LOT#: _____ LOT SIZE: _____

ANY PORTION OF THE PROPOSED STRUCTURE IN A FLOOD PLAIN? ☐ YES* ☐ NO

* IF YES, AN ELEVATION CERTIFICATE AND ENGINEERED FOUNDATION DRAWINGS WILL BE REQUIRED.

II. TYPE AND COST OF BUILDING - ALL APPLICANTS COMPLETE PARTS A - D

A. TYPE OF IMPROVEMENT

- ☐ New Building
- ☐ Stick Built on Site
- ☐ Modular # of Sections _____
- ☐ Manufactured _____ New _____ Used
- Dimensions _____ X _____
- ☐ Addition
- ☐ Alteration/Build-Out of Existing
- ☐ Repair/Replacement
- ☐ Demolition # of Units _____
- Are All Utilities Disconnected? ☐ Y ☐ N
- ☐ Moving or Relocation
- ☐ Foundation Only

B. PROPOSED USE (For Demolition, Check Most Recent Use of Structure)

RESIDENTIAL

- ☐ One Family
- ☐ Two or More Families # of Units _____
- ☐ Hotel, Motel, Dormitory # of Units _____
- ☐ Garage
- ☐ Carport
- ☐ Swimming Pool
- ☐ In Ground ☐ Above Ground
- ☐ Solar Panels
- ☐ Ground Mount ☐ Roof Mount
- ☐ Other - Specify _____

NON-RESIDENTIAL

- ☐ Amusement, Recreational
- ☐ Church, Other Religious Use
- ☐ Industrial
- ☐ Parking Garage
- ☐ Service Station/Repair Garage
- ☐ Hospital, Institutional
- ☐ Office, Bank, Professional
- ☐ Public Utility
- ☐ School, Library, or Other educational
- ☐ Stores, Retail, Mercantile
- ☐ Tanks, Towers
- ☐ Other - Specify _____

C. OWNERSHIP

- ☐ Private (An Individual, Corporation, Non-Profit Institution, Etc.)
- ☐ Public (Federal, State or Local Government)

D. COST

BASE Cost of Improvement:

1. Electrical
2. Plumbing
3. Heating A/C
4. Other (Elevator, etc.)

Total Cost Of Improvement

(Omit Cents)

\$ _____

\$ _____

Non-residential - describe in detail proposed use of buildings, e.g., food processing plant, machining shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage, rental office building, office building at industrial plant.

If use of existing building is being changed, enter proposed use.

III. SELECTED CHARACTERISTICS OF BUILDING - FOR NEW BUILDINGS AND ADDITIONS, COMPLETE PARTS E - L.

FOR DEMOLITIONS COMPLETE PART J ONLY; FOR ALL OTHERS SKIP TO IV.

E. PRINCIPAL TYPE OF FRAME

- ☐ Masonry (Wall Bearing)
- ☐ Wood Frame Industrial
- ☐ Structural Steel
- ☐ Reinforced Concrete
- ☐ Other-Specify _____

F. PRINCIPAL TYPE OF HEATING FUEL

- ☐ Natural Gas
- ☐ Oil
- ☐ Electricity
- ☐ Geothermal
- ☐ Other-Specify _____

G. TYPE OF SEWAGE DISPOSAL

- ☐ Public/Municipa
- ☐ Private (On-Lot System)

H. TYPE OF WATER SUPPLY

- ☐ Public/Municipal
- ☐ Private (Well, Cistern)

I. TYPE OF MECHANICAL

Will There Be Central Air Conditioning?

☐ YES ☐ NO

Will There Be An Elevator?

☐ YES ☐ NO

J. DIMENSIONS

Number of Stories _____

Total Square Feet of Floor Area, All Floors, Based On Exterior Dimensions _____

Total Land Area, SQ. FT. _____

K. NUMBER OF OFF-STREET PARKING SPACES

Enclosed (Garage) _____

Outdoors _____

L. RESIDENTIAL BUILDINGS ONLY

Number of Bedrooms _____

Number of Bathrooms:

Full _____ Partial _____

IV. IDENTIFICATION	
A. OWNER OR LESSEE NAME: Name _____ Address _____ City _____	Telephone Number _____ Cell Phone Number _____ Fax Number _____ State & Zip Code _____
B. ARCHITECT OR ENGINEER NAME: Name _____ Address _____ City/State/Zip _____	Telephone Number _____ Cell Phone Number _____ Fax Number _____ License # & Expiration _____
C. CONTRACTOR NAME: Name _____ Address _____ City _____ Builder's License # _____	Telephone Number _____ Cell Phone Number _____ Fax Number _____ State _____ Zip Code _____ Expiration Date _____
Federal Employer ID # Or Reason For Exemption: _____	
Worker's Comp Insurance Carrier Or Reason For Exemption: _____	
MESC Employer Number Or Reason For Exemption: _____	
V. APPLICANT INFORMATION Applicant Is Responsible For The Payment Of All Fees/Charges Applicable To The Application And Must Provide The Following Information:	
Name _____	Telephone Number _____
Address _____	Cell Phone Number _____
City/State/Zip Code _____	Fax Number _____
Email Address _____	Preferred Method of Contact for Plan Reviews _____
Federal Employer ID # Or Reason For Exemption: _____	
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.	
Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1253a of the Michigan Compiled laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.	
APPLICANT SIGNATURE: _____	APPLICATION DATE: _____
PRINT APPLICANT NAME: _____	
*** REMODELS ONLY - COST OF PROJECT: _____	
NOTES - FOR DEPARTMENT USE ONLY: _____ _____ _____	



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE

TRAVERSE CITY, MICHIGAN 49684

PH: (231) 941-1620 • FAX: (231) 941-1588

PLAN REVIEW APPLICATION - MICHIGAN BUILDING CODE 2015

Location of Building: _____ Date: _____

(Number and Street)

Application is to be completed by the Design Professional in responsible charge.

The information requested is necessary for this department to properly perform our plan review.

1. Code used for design:

☐ Michigan Building Code ☐ Michigan Residential Code ☐ Michigan Rehabilitation Code for Existing Building

2. The building is equipped throughout with the following automatic fire suppression system: (check one)

☐ No complete suppression ☐ NFPA 13 SYSTEM (903.3.1.1)

☐ NFPA 13R SYSTEM (903.3.1.2) ☐ NFPA 13D SYSTEM (903.3.1.3)

☐ Other system: _____

3. What do you consider the use group classification(s) (Section 303-312) of this building? (check more than one if applicable)

☐ A-1 ☐ A-2 ☐ A-3 ☐ A-4 ☐ A-5 ☐ B ☐ E ☐ F-1 ☐ F-2
☐ H-1 ☐ H-2 ☐ H-3 ☐ H-4 ☐ H-5 ☐ I-1 ☐ I-22 ☐ I-3 ☐ I-4
☐ M ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ S-1 ☐ S-2 ☐ U

4. If the building is occupied by two or more use group classifications, which option has been utilized in the design of building?

☐ Option #1 - Non separated occupancies (508.3.2)

☐ Option #2 - Separated occupancies (508.3.3)

5. The following is the type of construction classification (section 602) proposed for the building:

TYPE I: A ☐ TYPE II: A ☐ TYPE III: A ☐ TYPE IV: ☐ TYPE V: A ☐
B ☐ B ☐ B ☐ B ☐ B ☐

6. The following indicates the occupant load (1004) for which the exits(s) have been designed: _____

7. The following loads have been used to design this building:

Floor Live Loads: _____ Floor Dead Loads: _____
Roof Live Loads: _____ Roof Dead Loads: _____
Snow Drift Load: _____ Wind Load: _____
Other Loads: _____

8. The soil bearing capacity required for this design is _____ per square foot.

9. The building area per floor is _____ square feet.

10. The building height above grade is _____ feet and _____ stories.

11. ☐ This building has been designed in accordance with the Michigan Energy Code R101.3

Design Professional in Responsible Charge (Architect's or Engineer's) Signature and Seal:

Name: _____ Signature: _____

Please place seal below:



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PH: (231) 941-1620 • FAX: (231) 941-1588
www.garfield-twp.com

LAND USE PERMIT APPLICATION

1) Owner / Applicant Information

Owner

Applicant

Address

Address 2

City, State, Zip Code

City, State, Zip Code 2

Phone Number

Phone Number 2

Email

Email 2

An applicant who is acting as the authorized agent for the owner of the property listed above shall provide a date of birth and Drivers License number.

Date of Birth

Drivers License #

2) Property Information

Property Address: _____

Parcel ID #: 28-05- _____

Subdivision Name: _____ Lot#: _____

Proposed Use: _____ Current Use: _____

Setbacks: F _____ LS _____ RS _____ R _____ Bldg Height: _____

3) Request

Single Family Home: _____ Duplex: _____ Multi-Family: _____ Change of Use: _____

Commercial Bldg: _____ Industrial Bldg: _____ Grading: _____ Road: _____

Accessory Structure: _____ Addition: _____ Deck: _____ Other: _____

Description: _____

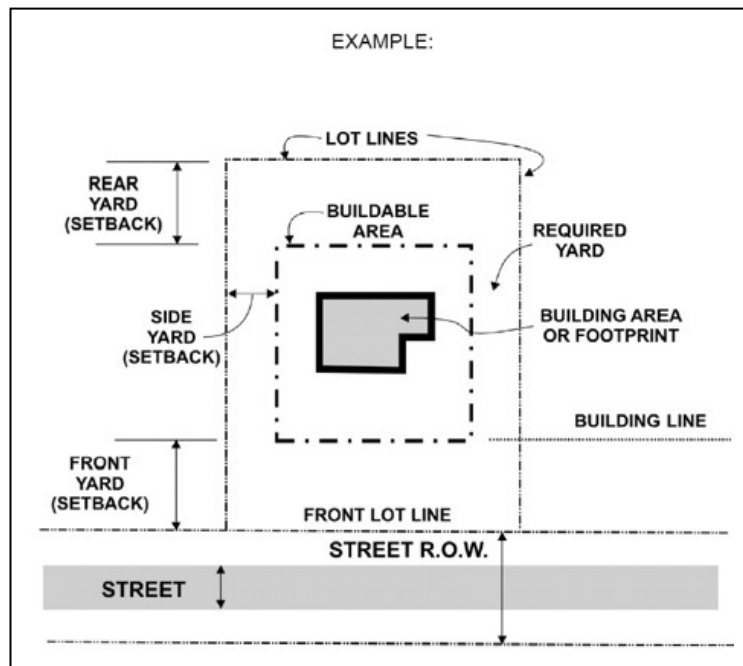
4) Permits:

The following agency permits are required (if applicable) prior to the issuance of a Land Use Permit and at the time of submittal of the application:

- Soil Erosion Permit
- Health Department (well/septic) or DPW Permit (water/sewer)
- Driveway Permit (Road Commission or M-DOT)
- MDEQ & Great Lakes Energy Permits
- METRO Fire Site Plan Review

5) Dimensional Site Plan:

Please provide a detailed sketch is required, which includes all structures on the property, proposed structures with dimensions, parcel dimensions, setbacks, Road Right of Way, and height. See example below.



6) Affidavit:

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature

Print Name

Date

Applicant Signature

Print Name

Date



Charter Township of Garfield

Grand Traverse County

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TRAVERSE CITY, MICHIGAN 49684
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ESCROW AND REVIEW (ER) APPLICATION

PROJECT / DEVELOPMENT NAME

APPLICANT INFORMATION

Name:

Address:

Phone Number:

Email:

Note: It is the responsibility of the Applicant to maintain up to date contact information with the Township. If the information is not updated, a refund of the escrow may be delayed or not possible.

PROPERTY INFORMATION

Project Name:

Address:

Parcel:

Current Use:

Proposed Use:

TYPE OF REVIEW:

- ☐ Water/Sewer
- ☐ Stormwater
- ☐ Private Road
- ☐ Traffic Impact Study
- ☐ Legal
- ☐ Other review: _____

REQUIRED ESCROW AMOUNT:

To be determined by Township Engineer

\$2,000

\$1,000

\$1,000

To be determined by Township Attorney

To be determined

DEVELOPMENT ON PROPERTY

Area (sq. ft.) Currently Developed:

Area (sq. ft.) to be Developed:

Note: Developed means any area of the property that is not in a natural state, including all asphalt, concrete, and land covered by structure/roof.

ADDITIONAL SUBMITTAL REQUIREMENTS FOR STORMWATER REVIEW

Site Plan, including the following:

- ☐ Stormwater calculations
- ☐ Drainage arrows
- ☐ Soil information
- ☐ Signed and sealed by licensed Engineer

SUBMITTAL INFORMATION:

- ☐ Complete, signed application form
- ☐ Escrow check (Escrow checks shall be made payable to "Charter Township of Garfield")
- ☐ Site Plan and supporting documents (for Water/Sewer, Stormwater, and Private Roads)
- ☐ Traffic Impact Report documents (for Traffic Impact Study)
- ☐ Other information as required by the Township:

Submit to:

Township Escrow Coordinator
Charter Township of Garfield
3848 Veterans Drive
Traverse City, Michigan 49684

AFFIDAVIT:

The undersigned affirms that he/she is the owner, or authorized agent of the owner, involved in the application and that the answers and statements herein contained, and the information submitted are in all respects true and correct.

Applicant Signature:

Applicant Name:

Date:

-- FOR OFFICE USE ONLY

Township Project Contact:

Escrow Account:



Charter Township of Garfield

Grand Traverse County

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TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

SITE PLAN REVIEW (SPR) APPLICATION

ASSISTANCE

This application must be completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays. Before submitting an application, it is recommended that you contact the Planning and/or Zoning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620.

ACTION REQUESTED

Site Diagram Review
Administrative Site Plan Review
Site Development Plan Review

PROJECT / DEVELOPMENT NAME

APPLICANT INFORMATION

Name:
Address:
Phone Number:
Email:

AGENT INFORMATION

Name:
Address:
Phone Number:
Email:

OWNER INFORMATION

Name:
Address:
Phone Number:
Email:

CONTACT PERSON

Please select one person to be contact person for all correspondence and questions:

Applicant:

Agent:

Owner:

PROPERTY INFORMATION

Property Address:

Property Identification Number:

Legal Description:

Zoning District:

Master Plan Future Land Use Designation:

Area of Property (acres or square feet):

Existing Use(s):

Proposed Use(s):

PROJECT TIMELINE

Estimated Start Date:

Estimated Completion Date:

REQUIRED SUBMITTAL ITEMS

A complete application for a Site Plan Review consists of the following:

Application Form:

One original signed application

One digital copy of the application (PDF only)

Application Fee:

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule as listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please make check out to Charter Township of Garfield.

Fee

Escrow Fee:

Additional fees may be required if a review by independent professional help is deemed necessary by the Township. If required, such additional fees must be placed in escrow by the applicant in accordance with the escrow policies of the Township and prior to any further processing of this application. Any unused escrow funds shall be returned to the applicant. Please complete an Escrow and Review (ER) Application form.

Site Diagram Review:

Two complete stapled 11"x17" paper sets

One digital set (PDF only)

Administrative Site Plan:

- Two complete stapled 11"x17" paper sets
- Two complete bound 24"x36" paper sets
- One digital set (PDF only)

Site Development Plan:

- Ten complete stapled 11"x17" paper sets
- Two complete bound 24"x36" paper sets
- One digital set (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

Submittal deadlines are listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please note that the listed dates are the deadlines after which submittals will not be considered for the indicated meeting. Any errors or missing information on an application submitted at the deadline will result in a delay in the processing of the application. An earlier submittal is encouraged to avoid possible delays.

WAIVERS

Submittal Waiver:

At the discretion of the Zoning Administrator in the case of a Site Diagram, or the Director of Planning in the case of an Administrative Site Plan or a Site Development Plan, the requirement to submit a Site Diagram, an Administrative Site Plan or a Site Development Plan may be waived in any of the following cases when it is determined that the submission would serve no useful purpose:

1. The erection or enlargement of an accessory structure;
2. The enlargement of a principal building by less than 20 percent of its existing gross floor area, provided such enlargement will not result in a requirement for additional off-street parking;
3. A change in principal use where such change would not result in an increase in impervious surface area, additional off-street parking, site access, other external site characteristics or a violation of this ordinance.

Data Waiver:

1. The Zoning Administrator may waive a particular element of information or data otherwise required for a Site Diagram upon a finding that the information is not necessary to determine compliance with this ordinance.
2. The Director of Planning may waive a particular element of information or data otherwise required for a Site Development Plan upon a finding that the information or data is not necessary to determine compliance with this ordinance or that such information or data would not bear on the decision of the approval authority.

SITE PLAN

Check that your site plan includes all required elements for a Site Diagram (SD), Administrative Site Plan (ASP), or Site Development Plan (SDP). Please use the Required Site Plan Elements Checklist below.

APPROVAL CRITERIA

An administrative site plan or site development plan shall conform to all provisions of the Zoning Ordinance and to the following site development standards which shall be reflected on the plan:

1. Required Information. All required information shall be provided.
2. Outside Agencies. All applicable standards of outside agencies shall be met and all required permits and approvals from outside agencies shall be secured, or be made a condition of approval.
3. Essential Facilities and Services. Adequate essential facilities and services, including highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools, shall be available.
4. Natural Features. Sensitive natural features, or existing natural features that provide a buffer between adjoining properties, or assist in preserving the general appearance of the neighborhood, or help control soil erosion or stormwater, shall be preserved to the greatest extent possible.
5. Site Design. All buildings and structures shall be designed, situated, constructed, operated and maintained so as to be harmonious, compatible, and appropriate in appearance, with the existing or intended character of the general vicinity. Site design shall minimize adverse effects upon owners and occupants of adjacent properties and the neighborhood.
6. Orientation. Primary buildings or structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.
7. Vehicle and Pedestrian Systems. The development, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area. A proper relationship between existing and proposed roadways and parking areas shall be demonstrated, and the safety and convenience of pedestrian and vehicular traffic shall be assured. Travelways which connect and serve adjacent development shall be designed appropriately to carry the projected traffic.
8. Shared Drives. Where the opportunity exists, developments shall use shared drives. Unnecessary curb cuts shall not be permitted.
9. Impervious Surfaces. The amount of impervious surface has been limited on the site to the extent practical.
10. Master Plan. The proposal is not in conflict with the land use policies, goals and objectives of the Township Master Plan.

ADDITIONAL INFORMATION

If applicable, provide the following further information:

- | | <u>Yes</u> | <u>No</u> | <u>Not
Applicable</u> |
|---|------------|-----------|---------------------------|
| A. <u>Sanitary Sewer Service</u> | | | |
| 1. Does project require extension of public sewer line? | | | |
| If yes, has a Utility Agreement been prepared? | | | |
| 2. Will a community wastewater system be installed? | | | |
| If yes, has a Utility Agreement been prepared? | | | |
| If yes, provide construction plans and specifications | | | |
| 3. Will on-site disposal be used? | | | |
| If yes, is it depicted on plan? | | | |

B. Water Service

1. Does project require extension of public water main?
If yes, has a Utility Agreement been prepared?
2. Will a community water supply be installed?
If yes, has a Utility Agreement been prepared?
If yes, provide construction plans and specifications

C. Public utility easements required?

If yes, show on plan.

D. Stormwater Review/Soil Erosion

1. Soil Erosion Plans approved by Soil Erosion Office?
If so, attach approval letter.
If no, are alternate measures shown?
2. Stormwater Plans approved by Township Engineer?
If so, attach approval letter.
If no, are alternate measures shown?
Note: Alternate measures must be designed and sealed by a registered Engineer.

E. Roads and Circulation

1. Are interior public streets proposed?
If yes, has Road Commission approved (attach letter)?
2. Will public streets connect to adjoining properties or future streets?
3. Are private roads or interior drives proposed?
4. Will private drives connect to adjoining properties service roads?
5. Has the Road Commission or MDOT approved curb cuts?
If yes, attach approved permit.

OTHER INFORMATION

If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

REVIEW PROCESS

- Upon submittal of this application, Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. If the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.
- Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review.
- The Planning Commission may approve, approve with conditions, or deny the application.

PERMISSION TO ENTER SUBJECT PROPERTY

Permission is hereby granted to Garfield Township staff and Planning Commissioners to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Owner Signature:

Applicant Signature:

Agent Signature:

Date:

OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We _____ authorize to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner Signature:

Date:

AFFIDAVIT

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature:

Date:

Applicant Signature:

Date:

Required Site Plan Elements Checklist (See § 956 of the Zoning Ordinance) Site Diagram (SD) / Administrative Site Plan (ASP) / Site Development Plan (SDP)		SD	ASP/ SDP
A. Basic Information			
1.	Applicant's name, address, telephone number and signature		
2.	Property owner's name, address, telephone number and signature		
3.	Proof of property ownership		
4.	Whether there are any options or liens on the property		
5.	A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent		
6.	The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, gross and net acreages and frontage		
7.	A vicinity map showing the area and road network surrounding the property		
8.	Name, address and phone number of the preparer of the site plan		
9.	Project title or name of the proposed development		
10.	Statement of proposed use of land, project completion schedule, any proposed development phasing		
11.	Land uses and zoning classification on the subject parcel and adjoining parcels		
12.	Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, as well as their name, address and telephone number		
B. Site Plan Information			
1.	North arrow, scale, and date of original submittal and last revision		
2.	Boundary dimensions of natural features		
3.	Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over twenty-five percent (25%), beach, drainage, and similar features		
4.	Proposed alterations to topography and other natural features		
5.	Existing topographic elevations at two-foot intervals except shown at five-foot intervals where slopes exceed 18%		
6.	Soil erosion and sediment control measures as required by the Grand Traverse County Soil Erosion Department.		
7.	The location, height and square footage of existing and proposed main and accessory buildings, and other existing structures		
8.	Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities		
9.	Proposed finish floor and grade line elevations of any structures <i>*Required only for habitable construction within the floodplain on site diagrams and administrative site plans.</i>	*	
10.	Existing and proposed driveways, including parking areas		
11.	Neighboring driveways and other vehicular circulation features adjacent to the site		
12.	A dimensional plan indicating the location, size and number of parking spaces of the on-site parking areas, and shared parking areas		
13.	Identification and dimensions of service lanes and service parking, snow storage areas, loading and unloading and docks		
14.	Proposed roads, access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site		
15.	Location of and dimensions of curb cuts, acceleration, deceleration and passing lanes		
16.	Location of neighboring structures that are close to the parcel line or pertinent to the proposal		
17.	Location of water supply lines and/or wells		
18.	Location of sanitary sewer lines and/or sanitary sewer disposal systems		
19.	Location, specifications, and access to a water supply in the event of a fire emergency		
20.	Sealed (2) stormwater plans including the location and design of storm sewers, retention or detention ponds, swales, wastewater lines, clean out locations, connection points and treatment systems		
21.	A utility plan including the location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam		
22.	A sign plan indicating the location, size and specifications of all signs and advertising features, including cross sections		
23.	A lighting plan including exterior lighting locations with area of illumination illustrated by point values on a photometric plan, Kelvin rating, as well as the type of fixtures and shielding to be used		
24.	Proposed location of any open spaces, landscaping and buffering features such as buffer areas, vegetation belts, fences, walls, trash receptacle screening, and other screening features with cross sections shown		
25.	A Landscape plan and table identifying the species, size of landscape materials, and number proposed, compared to what is required by the Ordinance. All vegetation to be retained on site must also be indicated, as well as, its typical size by general location or range of sizes as appropriate		
26.	Statements regarding the project impacts on existing infrastructure (including traffic capacity, schools, and existing utilities, and on the natural environment on and adjacent to the site)		
27.	Changes or modifications required for any applicable regulatory agencies' approvals		



**GRAND TRAVERSE METRO FIRE DEPARTMENT
FIRE PREVENTION BUREAU**

897 Parsons Road ~ Traverse City, MI 49686

Phone: (231) 947-3000 Fax: (231) 947-8728

Website: www.gtmetrofire.org

Email: Info@gtmetrofire.org

To submit plans for review with
Grand Traverse Metro Emergency
Services Authority, go their website
www.gtmetrofire.org

COMMERCIAL PERMIT PROCESS

Outside Agency Permits

- Soil Erosion (231) 995-6042
- Health Department (231) 995-6018
- Water/Sewer-DPW (231) 995-6039
- Driveway (231) 922-4848
- Fire Department (231) 947-3000

Garfield Twp Permits

- Storm Water Application
- Land Use Permit / Site Plan Review (Application & Site Plan)
- Building Permit (Application of Building Permit, Application of Plan Review, 2 sets of construction drawings sealed by Architect/Engineer)
- Fees paid when permits are picked up prior to starting work

Grand Traverse County Permits

- Electrical
- Mechanical
- Plumbing
- (231) 995-6044

Garfield Twp Inspections**

- Foundation - Prior to pouring concrete, after steel is in place
- Framing
- Final - After all Outside Agency Final inspections are completed (**Additional inspections may be required, consult your Plan Review)
- Outside Agency inspections are required as per their Plan Review

Certificate of Occupancy

- Not issued until: **1)** applicable Outside Agency Finals **2)** Applicable Grand Traverse County Permit Finals **3)** Zoning Final **4)** Building Final



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE

TRAVERSE CITY, MICHIGAN 49684

PH: (231) 941-1620 • FAX: (231) 941-1588

BUILDING PERMITS

Charter Township of Garfield
3848 Veterans Dr.
Traverse City MI 49684
(231) 941-1620
www.garfield-twp.com

DRIVEWAY PERMITS

Grand Traverse County
1881 LaFranier Rd.
Traverse City MI 49696
(231) 922-4848
www.gtcrc.org

ELECTRICAL, MECHANICAL & PLUMBING PERMITS

Grand Traverse County
2650 LaFranier Rd
Traverse City MI 49686
(231) 995-6044

ZONING, LAND USE & SIGN PERMITS

Charter Township of Garfield
3848 Veterans Dr.
Traverse City MI 49684
(231) 941-1620

SOIL & EROSION PERMITS

Grand Traverse County
2650 LaFranier Rd
Traverse City MI 49686
(231) 995-6051
eh@grandtraverse.org

FIRE DEPARTMENT

Grand Traverse Metro Fire Dept.
897 Parsons Rd.
Traverse City MI 49686
(231) 947-3000
info@gtmetrofire.org

SEWER & WATER PERMITS

Grand Traverse County
2650 LaFranier Rd
Traverse City MI 49686
(231) 995-6039
pubworks@grandtraverse.org

OFFICIAL ADDRESSES

Grand Traverse County Equalization
400 Boardman Ave, Ste 103
Traverse City MI 49684
(231) 922-4772
www.grandtraverse.org

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1-800-482-7171