

- Two copies of this application and two copies of supporting documents, as required below, must be completed in full and submitted to the Ontwa Township Zoning Administrator. Approval of this application is required before a Certificate of Zoning Compliance will be issued. It shall be unlawful to construct, enlarge, alter, or permit the use or occupancy of a building or structure or change the use of a building until a Certificate of Zoning Compliance has been issued by the Zoning Administrator.
- No excavation shall be initiated, no construction may begin, no building shall be erected, altered, moved, or razed, and no structural alterations (including but not limited to porches, decks, patios, terraces, and fences) shall be initiated until a Certificate of Zoning Compliance has been issued by the Zoning Administrator.
- The excavation for or erection of a building or structure, prior to the issuance of a Certificate of Zoning Compliance, is in violation of the **Ontwa Township Zoning Ordinance, Article XX**. References to "Section" and "Article" refer to the Zoning Ordinance and may not necessarily identify all parts that apply.
- If the Zoning Administrator shall find that any of the provisions of the Zoning Ordinance are being violated, he shall notify in writing the persons responsible for such violations, indicating the nature of the violation and ordering the action necessary to correct it. He shall order discontinuation of illegal uses of land, buildings, or structures; removal of illegal buildings or structures; discontinuation of any illegal work being done; or shall take any other action authorized by this Ordinance to ensure compliance with, or prevent violations of, its provisions.

Address: _____

Street	City	State	Zip
_____	_____	_____	_____

4. Address: _____

Street City State Zip

11. Description of proposed development (attach additional materials if needed):

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Supporting Documents. Two copies of the items listed below must accompany this application form. Also, please include a receipt from the Health Department concerning septic system approval or a certificate from the Ontwa Township Sewer Board for sewer hook-up. Each supporting document must include the name and address of the applicant.

- ☐ Proof of ownership of the lot or premises.
- ☐ Location, dimensions, and size of the lot or premises.
- ☐ Either a Site Plan or a Plot Plan according to the provisions of Article XVI of the Zoning Ordinance.
- ☐ For all buildings, a written notice of acceptance from the Ontwa Township Sewer Board or a hook-up fee receipt is required if public sanitary sewer service is available or required by local or state law. If public sanitary sewer service is not available, a written report from the Cass County Health Department certifying the approval of a private septic system is required.
- ☐ When a public or private water supply system is required by law or proposed by the applicant, either a written notice of acceptance from the Cass County Health Department or other approval from applicable agencies is required. When use of a public water supply is available or required by local ordinance or state law, a written notice of acceptance or hook-up fee receipt shall be required.
- ☐ A drawing, at a scale of 1inch equals 100 feet (1" = 100'), shall illustrate the location of the building or structure, the distance from all lot lines, the right-of-way of abutting streets, the location and number of parking spaces, and the location and type of use of buildings on adjacent land.
- ☐ The Zoning Administrator may require additional materials to aid in determining whether the proposed use, building, or structure complies with the Zoning Ordinance.

NOTE: This application, when completed, must be returned to the Ontwa Township Zoning Administrator, located in the Ontwa Township Hall. If you need more information or have questions concerning this application or fees, contact the Zoning Administrator. He is available at the Ontwa Township Hall on Mondays, Tuesdays, and Wednesday from 9:00am to 2:00pm and Saturdays from 9:00am to noon. He may also be reached by phone at the number above or at 269-663-2347 Monday through Friday from 10:00am to 4:00pm.

Rev 1/9/23