

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

AFFIDAVIT

I (we) the undersigned affirm that the forgoing answers, statements and information and all attachments, are in all respects true and correct to the best of my (our) knowledge and belief. I (we) the undersigned understand that the Certificate of Zoning Compliance for, if granted, is issued on the representations made herein and that any Certificate of Zoning Compliance, Building Permit, or Certificate of Occupancy subsequently issued may be revoked because of any breach of representations or conditions, or because of the lack of continued conformance with zoning ordinance requirements.

I (we) the undersigned also understand properties containing an ADU may not contain a short-term rental, and that all applicable federal, state, and local regulations shall apply.

(Check one) Applicant(s) Property Owner(s) (if different from applicant)

Signature(s): _____ Date: _____

Type or Print Your Name(s) Here: _____

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FOR TOWNSHIP USE ONLY

Fee: _____ Date Paid: _____

Paid by: Cash Check Check #: _____ Fee paid with Building Permit: _____

Action Taken: Approved By: _____

Denied By: _____

Comments: _____