

## Ontwa Township · Cass County

Michigan

www.ontwatwp.org • 26225 U.S. 12 • P. O. Box 209 • Edwardsburg, MI 49112 • Fax: (269) 663-0072 • Phone: (269) 663-2347

Application: ONT-14-090-Filing Fee

## APPLICATION FOR A CERTIFICATE OF ZONING COMPLIANCE

- 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.

1.	Applicant's Name: Phone Number				
	Address:				
	Street	City	State	Zip	
	Fax Number	Email Address			
2.	Are You: ☐ Property Owner ☐ Owner's Agent	□ Contract Purc	chaser   Option I	Holder	
3.	Landowner's Name (if different than applicant):		Phone Number		
4.	Address:				
	Street	City	State	Zip	
5.	Street Address and/or Location of Request:				
6.	Parcel Identification Number (Tax I.D. No.): #				
7.	Is the property in:   Platt   Subdivision (Name:				
8.	Present Zoning of Parcel	arcel Parcel Size			
9.	Compliance Permit is Applied for:   Single Far	mily Dwelling	☐ Two Family Dwe	elling	
	□ Temporary Building or Structure □ Addition o	r Alteration	□ Excavation		
10.	Deed restrictions, covenant restrictions, or public utilities on the property (attach additional materials if needed)				
11.	Description of proposed development (attach additional materials if needed):				
The f	acts presented above and on the following page(s) a	re true and correc	t to the best of my	knowledge.	
	ature:				
	or Print Your Name Here:				
• •	erty Owner Approval: As owner I hereby authorize the sub			shida by any desisis	
-1006	eny Owner Approval. As owner i nereby authorize the Sut	ominal of this abblica	auon and adree to a	abide by arry decisio	

Owner Date

authorized Township officials to enter the above-mentioned property.

made in response to it. I further agree to permit members of the Planning Commission, Township Board, and other

aru	or sewer nook-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.

**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

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.

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## **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:	
Ontwa Township Hall. If you need mor Zoning Administrator. He is available a	ed, must be returned to the Ontwa Township Zoning Administrator, located in the e information or have questions concerning this application or fees, contact the the Ontwa Township Hall on Mondays, Tuesdays, and Wednesdays from ached by phone at the number above or at (269) 663-2347.
	FOR TOWNSHIP USE ONLY
Fee:	_ Date Paid:
Paid by:   Cash  Check	Check #: Fee paid with Building Permit:
Action Taken:   Approved	Ву:
☐ Denied	Ву:
Comments:	

Rev 1/5/23