TOWNSHIP OF ELK RAPIDS

ANTRIM COUNTY

P.O. BOX 365

ELK RAPIDS, MICHIGAN 49629

ELK RAPIDS TOWNSHIP PLANNING COMMISSION

May 4, 1992

The Planning Commission meeting was called to order by Chairman Felix Casillas at 7:36 P.M., May 4th, 1992, at the Elk Rapids Township Hall.

Roll Call: Present John Boals
Felix Casillas
Dick Jobe
William White

Absent Leonard Klein
Shen Smith
Dean Veliquette

A quorum was established. Also present was Ken Smith, Zoning Administrator.

A motion was made by Felix Casillas and seconded by Bill White to approve the minutes of the meeting of January 20, 1992 with the stipulation we disregard all action taken by the commission regarding the Bed and Breakfast amendment to the Zoning Ordinance.

Motion Carried

A motion was made by Bill White and seconded by John Boals that the minutes of the meeting of March 2, 1992 be corrected to state on page #1, line 2 - 2/17/92 and not 1/17/92.

Motion Carried

A motion was made by John Boals and seconded by Bill White to approve the minutes of the meeting of April 6, 1992 with the following corrections:

Page #1 line 3 - the word "last" be removed and replaced with the date March 2, 1992.

Page #2 line 1 - the word "village" be removed and be replaced with the word "township."

Page #2 line 28 - remove the entire sentence "Public.....closed," and replace with the sentence "The hearing was then closed to the public."

Motion Carried

A motion was made by Felix Casillas and seconded by Bill White that the minutes of the meeting of April 20, 1992 be approved with the following correction on page #1 line 4 - 1/20/92 and not 2/17/92.

Motion Carried

The Planning Commission recommended that a copy of the "General Guidelines for Building in Township" be distributed by the Township Zoning Administrator with each Zoning Permit. Copy attached.

Ken Smith and Felix Casillas will attend a meeting at the Grand Traverse Resort on May 27, 1992. The topic will be Site Condominiums.

Since there was no further business, a motion was made by John Boals and seconded by Felix Casillas that we adjourn.

Meeting adjourned at 9:30 P.M.

Respectfully submitted,
Felix T. Casillas,
Acting Secretary

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ANTRIM COUNTY, MICHIGAN

GENERAL GUIDELINES FOR BUILDING IN TOWNSHIP

You are encouraged to purchase a copy of the Elk Rapids Township Zoning Ordinance and read it cover-to-cover to be sure you understand the requirements for your plans in your zone. Following are several of the most overlooked requirements:

1. ZONING PERMIT is required. May be obtained from the Zoning Administrator, fee is $25.00. (A building permit also required by Antrim County (616 599-8607) A Soil Erosion Permit (616 533-8709) is required if property is within five hundred (500') feet of lakes and streams.

2. SETBACK REQUIREMENTS. Depending on the zone, certain minimum distances must be maintained between the property lines and the building. It is the owner's responsibility to make certain this requirement is met. An error in placing the foundation and discovered later could result in the owner being forced to move the building to conform with setback requirements.

3. NO ACCESSORY STRUCTURE OR USE without the principal structure or use in effect. (You may not place a shed or garage on, or use a vacant lot for storage purposes.

4. TEMPORARY DWELLINGS ARE PROHIBITED. This includes a garage, camper, or tent, etc. and applies also while you are in the building process.

5. SHORELINE PROTECTION. If you property is located on any lake or stream, you must acquire a Soil Erosion Permit and must maintain a 25' natural strip above the high water mark in which no more than 30% of all existing living trees and shrubs are removed. No land alteration is permitted within that 25' strip.

6. SITE PLAN REVIEW. Except in the R-1 and R-2 Zones, extensive plans are required and Site Plan Review (Chapter XVI) with approval by the Elk Rapids Township Planning Commission is required.

7. TIME LIMITS. A zoning permit expires one (1) year after the issue date unless excavation or construction has commenced within that time. All exterior aspects of any building must be completed within eighteen (18) months of the issue date unless an extension of time has been granted by the Zoning Administrator.

8. INSPECTION & OCCUPANCY PERMITS. Before occupying any building for its intended purpose, the owner must have received a Certificate of Occupancy from Antrim County and the Township Zoning Administrator. It is the owner's responsibility to contact the County and get the required inspections and approvals. The Zoning Administrator will not issue a certificate of occupancy unless all other approval have been granted.

The requirements stated herein are the basics but by no means the only requirements. For complete zoning requirements you may refer to the Elk Rapids Township Zoning Ordinance, available from the Zoning Administrator of the Township Clerk. 5/92