



# Keene Township

8505 Potters Road  
Saranac, Michigan 48881  
(616) 642-9809  
Ionia County

## Zoning Compliance Permit Application

This application must be completed in full and approved by the Township Zoning Administrator before beginning any construction, excavation or use regulated by the Keene Township Zoning Ordinance. The fee is \$100.00; write checks payable to Keene Township. No permit is required for portable buildings 200 square feet or less, but they must meet all setbacks. Zoning Administrator contact information is on the website at [www.keenetownshipmi.gov](http://www.keenetownshipmi.gov).

### Applicant Information

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

### Property Owner Information (if different from applicant)

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

### Contractor Information (if built by licensed contractor)

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
License Number \_\_\_\_\_

### Proposed Construction (include all types such as home, garage, pole barn, deck, pool, addition, etc)

Type of structure \_\_\_\_\_ (width) \_\_\_\_\_ (length) \_\_\_\_\_ (height) \_\_\_\_\_ (# floors) \_\_\_\_\_  
Type of structure \_\_\_\_\_ (width) \_\_\_\_\_ (length) \_\_\_\_\_ (height) \_\_\_\_\_ (# floors) \_\_\_\_\_  
Type of structure \_\_\_\_\_ (width) \_\_\_\_\_ (length) \_\_\_\_\_ (height) \_\_\_\_\_ (# floors) \_\_\_\_\_

Proposed use of building or structure \_\_\_\_\_

Construction Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Parcel Number **34-070-** \_\_\_\_\_ or attach legal description if number not yet assigned

### Affidavit

I certify and affirm that I am the property or building owner or the owner's authorized agent and that I agree to conform to applicable zoning laws of Keene Township. I also certify and affirm that this application is accurate and complete to the best of my knowledge. I grant permission for Township representatives to visit this location.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Site Plan**

Use the space below (or separate paper, survey or aerial) to draw a site plan showing the proposed location of the new construction in relation to the road and driveway. Include the location of existing structures and dwellings. Indicate the distances of the proposed construction to your lot lines, road right of way, easements, and shorelines. For new accessory structures, also include the distance to the dwelling.

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**Zoning Administrator Use (If approved, a separate permit form will be issued)**

Fee paid Date \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Application Approved Date \_\_\_\_\_ Permit Number \_\_\_\_\_ Zoning District \_\_\_\_\_

Application Denied Date \_\_\_\_\_

Reason for Denial \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning Administrator Signature

\_\_\_\_\_ Date \_\_\_\_\_