

Helena Township

APPLICATION FOR ZONING PERMIT

PO Box 177 • 8751 Helena Road • Alden, MI 49612 • 231-331-7303

Permit # **ZP 2026-**

PROPERTY INFORMATION

Parcel #:

05-08-

Property Address:

Are there structures currently on property?

☐ Yes

☐ No

If so, what?

Are you working within 25 feet of a Lake, River, or Stream?

☐ Yes

☐ No

Waterfront:

☐ Torch Lake

☐ Thayer Lake

☐ Spencer Creek

☐ Clam River

☐ None

Zoning District:

☐ R1

☐ R2

☐ Village

☐ Agricultural

☐ Commercial

☐ Enviro

PROJECT INFORMATION

☐ New Home

☐ Acc. Bldg.

☐ Addition

☐ Deck

☐ Shoreline

☐ Other

Scope of work (description of work being permitted):

Lot:

width

depth

area

Width thru bldg. core:

Setbacks from Property Line:

front

rear

left

right

Actual measurements - also write these on the site plan. Enter ACTUAL measurements, not what is required.

Important: Setbacks are measured to the eaves/overhangs, not the foundation.

Structure width:

depth:

height:

Foundation:

☐ Full Basement

☐ Partial Basement

☐ Crawl

☐ Slab

APPLICANT INFORMATION

Owner Name:

Phone:

Mailing Address:

Email:

Contractor:

Phone:

Mailing Address:

Email:

Application Requirements: The application must be submitted with a site plan drawn to scale showing the property lines and dimensions of the lot; the location and dimensions of all existing and proposed structures and uses; and applicable property boundaries, easements, setbacks, and other required site information. A survey may be required. The application must also include building plans (electronic format preferred), including, as applicable, elevation drawings and floor plans. Additions and remodeling projects may require plans and/or photographs of existing structures in addition to the proposed construction plans. All construction shall conform to the approved zoning permit and plans, the Helena Township Zoning Ordinance, and applicable local, state, and federal requirements. If a conflict with the approved permit, plans, or applicable zoning requirements is identified, work affecting the conflict shall cease until the matter is resolved with the Zoning Administrator. A zoning permit expires **12 months after issuance if work has not commenced and 18 months after issuance if the authorized work has not been completed**, unless otherwise provided by the Helena Township Zoning Ordinance. Contact the Zoning Administrator regarding any available extension. **Setbacks are measured from the farthest projecting portion of a structure, including eaves and balconies, but excluding gutters, as provided by the Helena Township Zoning Ordinance.** By submitting this application, the owner/applicant authorizes appropriate Helena Township personnel to conduct site inspections reasonably necessary for the review and administration of this application and permit, **subject to applicable law**. I certify that the information provided in this application is true and accurate to the best of my knowledge. I further certify that I am the owner of record or have been authorized by the owner of record to submit this application as the owner's authorized agent. I understand that issuance of a zoning permit does not relieve the owner or applicant from compliance with the Helena Township Zoning Ordinance or other applicable laws, codes, permits, and requirements. Refer to the current Helena Township Fee Schedule for applicable fees.

Applicant/Agent:

Date:

OFFICE USE ONLY

☐ Approved

☐ Denied

Fee Paid:

Permit #:

Zoning Administrator:

Date:

Comments:

PERMIT FEES

Project Cost	Permit Fee
\$0.00 - \$1,500	\$0.00
\$1,501 - \$15,000	\$20
\$15,001 - \$30,000	\$40
\$30,001 - \$100,000	\$60
Over \$100,000	\$100

4.02.01 - Schedule of Regulations

Zoning District		Minimum Lot Size		Maximum Building Height (whatever is lesser)		Principal Structure Minimum Yard Setback			(Per Unit) Floor Area
		Min Lot Area	Width	Stories	Feet	Front	Side	Rear	
A: Agricultural		2 acres	200 ft	2.5	35 ft (a)	35 ft (b)	10 feet	25 ft (b)	800 sq ft
R-1: Residential, One Family	Platted	20,000 sq ft	100 ft (c)	2.5	35	50 ft (b)	10 feet	35 ft (b)	960 sq ft
R-1: Residential, One Family	Unplatted	20,000 sq ft	100 ft (c)	2.5	35	50 ft (b)	10 feet	35 ft	960 sq ft
R-2: Residential, Two Family platted & unplatted	One-Family	30,000 sq ft	150 ft (c)	2.5	35	50 ft	10 feet	35 ft	800 sq ft
R-2: Residential, Two Family platted & unplatted	Two-Family	30,000 sq ft	150 ft (c)	2.5	35	50 ft	10 feet	35 ft	800 sq ft
C: Commercial				2.5	35	50 ft (e)	0 ft (f)		
V: Village	See Section 4.07								
E: Environmental	See Section 4.08								

Note: References (a) through (f) are reproduced as shown on the original application. Consult the current zoning ordinance for referenced provisions.