

Instructions for Filling Out and Submitting Land Use Permit Application

Fill out the following items on the form:

1. Owner, Phone number and address of property
2. Describe the project by adding sketch with dimensions and/or verbal description of the project.
3. Add your signature and mailing Address in lower left corner of form

ROSCOMMON TOWNSHIP LAND USE CERTIFICATE VALID FOR ONE YEAR

Date _____ Number _____

Owner 1 _____ Phone _____

Address _____

Located on the _____ side of _____ Street or Road
between _____ Street or Road _____ Street or Road.

Legal Description: _____

Lot No. _____ Subdivision _____ Size _____

Sketch lot: include lot dimensions, size and location of lot of proposed structure; size and location of existing structures, distances between structures; dimensions of front, side, and rear yards; and use of structure

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Note: Setbacks are measured from lot line to the closest part of the building (i.e., roof line, decks, porches, etc.)

BASEMENT AREA	EXTERIOR WALLS	INSULATION	FINISHED ATTIC	SEPTIC TANK
HOME <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/>	FRAME <input type="checkbox"/>	SIDEWALLS <input type="checkbox"/>	REC. ROOM <input type="checkbox"/>	BOWER <input type="checkbox"/>
FOUNDATION	VENER <input type="checkbox"/>	CEILING <input type="checkbox"/>	FIREPLACE <input type="checkbox"/>	WELL WATER <input type="checkbox"/>
CONCRETE SUR <input type="checkbox"/>	MASONRY <input type="checkbox"/>	ROOF <input type="checkbox"/>	WATER MTR. <input type="checkbox"/>	NO. ROOMS <input type="checkbox"/>
SOLID CONCRETE <input type="checkbox"/>	INTERIOR FINISH <input type="checkbox"/>	BATHS <input type="checkbox"/>	WATER SFTWR <input type="checkbox"/>	USE OF BLDG <input type="checkbox"/>
FLOOR CONSTRUCTION	DRYWALL <input type="checkbox"/>	BSMT. <input type="checkbox"/>	AUTO HEAT <input type="checkbox"/>	
BSMT <input type="checkbox"/>	1ST <input type="checkbox"/>	1ST <input type="checkbox"/>	AIR <input type="checkbox"/>	
1ST <input type="checkbox"/>	PANEL <input type="checkbox"/>	2ND <input type="checkbox"/>	WATER <input type="checkbox"/>	
2ND <input type="checkbox"/>	MASONRY <input type="checkbox"/>	ROCK INS <input type="checkbox"/>		

Cost \$ _____ Fee \$ _____

I hereby certify that all use for which this application is made will conform with ordinances affecting this Township, Roscommon County, State of Michigan.

I hereby authorize the Roscommon Township Land Use officer permission to inspect the property as needed.

This is a Land-Use Certificate only. Building Permit must be obtained from the Houghton Lake Building Agency. Owner should also check deed restrictions.

Signed _____ Date Approved or Denied _____

Mailing Address 3 _____

Land Use Inspector
P.O. Box 810, Houghton Lake, MI 49629
Phone: (989) 422-4116

When a Land-Use Certificate is denied, Applicant will receive a letter within ten days giving the reason for denial.

Call the Land Use Administrator at 989-422-4116 to obtain the fee amount. Make a check out in the amount of the fee to Roscommon Township and mail with the application and it will be completed and returned to you. You must have a completed Land Use Permit prior to obtaining a Building Permit if required.