

## **Eureka Charter Township**

9322 SW Greenville Rd.

Greenville, MI 48838

P.H. (616) 754-5053

Fax: (616) 754-4760

### **Eureka Township Resident**

If you are planning to build in Eureka Township, or put on an addition, or install an accessory building, or structure such as a Fence, Pool, Exterior Sign for your business, you need to fill out the attached (**Application For Zoning Site Plan Approval**) form in detail and attach a check for the base fee as shown on the (**Fee Schedule**) attached.

In addition, if your project is in the (**Other non-conforming**) category, you need to fill out the attached (**Application for Special Use Permit**) form.

For each project, you will need to attach a (**site plan**) to your application accurately to scale identifying property boundary's, proposed building or structure location, any existing buildings, existing utility services, driveway, private road, or street and parking access locations, and method or storm water drainage. Include the outside dimensions of the proposed building or addition, and distances from front, rear, and side boundaries of lot or land parcel. We have included graph paper for you to use with small residential projects and accessory structures. For large residential projects over 3500 sq. ft., and all site condo, commercial, and industrial projects, plans and specifications must be drawn up by an Architect or Engineer licensed by the State of Michigan, and must be sealed by that Architect or Engineer.

### **YOUR PROJECT NEEDS APPROVAL BY THE ZONING AND PLANNING ADMINISTRATOR BEFORE APPLYING FOR ANY CONSTRUCTION PERMITS.**

For building, electrical, mechanical, and plumbing permits, contact the Montcalm County Building Department at 211 W. Main St. Box 368, Stanton MI. 48888 Ph# (989) 831-7394 Fax# (989) 831-7392.

For A well and septic system permit contact the Mid Michigan District Health Department at 615 N. Main St. Stanton, MI 48888 P.H. 989-831-9227

For Address Assignment Contact the Montcalm County Equalization Office at (616) 225-7492

For a private driveway or private road permit contact the Board of County Road Commissioners at 619 W. Main St. P.O. Box 337, Stanton, MI 4888 Ph. (800) 992-6272

For a Soil Erosion and Sedimentation Control Permit contact the Montcalm County Drain Commissioner at (616) 225-7322

For electrical and natural gas service you need to contact Consumers Energy at (800) 477-5050.

Once your complete application with base fee is received, it will be stamped in on the date received, and you will get a phone call from the zoning and planning administrator within 10 days identifying additional information needed, approval, or a schedule for review and subsequent action by the Planning Commission and the Eureka Township Board. If for some reason your request is denied a detailed explanation will be made in writing identifying the reason for denial.

**If you begin construction or install structures, signs, pools, fences, before getting a zoning approval and permits, in violation of the Township Zoning Ordinance, or construction statutes you will be subject to fines, possible prosecution, and will be required to pay all court costs. In addition, your project may be mandated to be removed or demolished.**

Thank you for deciding to develop in Eureka Township.

For additional questions please contact the Zoning and Planning Administrator, Tom Faussett at (616) 754-5053.