

## CHESTER TOWNSHIP RESIDENTIAL ZONING AND BUILDING PERMIT APPLICATION INFORMATION

### The following materials and documents are required in order to obtain a Zoning Permit:

- Completed building permit application
- Detailed site plan to include
  - Dimensions of the lot and acreage
  - Location, with distances to lot lines, of all existing and proposed structures
  - Dimensions and square footage of all existing structures
  - Distances between all existing and proposed structures
  - Location of all roads bordering the property
  - Location of any power and gas lines on the property
  - Location of any lakes, rivers, streams, or wetlands on or near the property
  - Location of any easements on the property
  - A north arrow indicating the direction of north
  - An indication of any flood plains on the property
- Proof of ownership
  - A deed or land contract (must be recorded with the Ottawa County Register of Deeds) for new homes
  - A property tax statement for garages, pole barns, residential additions or a pool
  - A permanent parcel number indicating that your parcel is split from any other non-vacant parcels (must be recorded with Ottawa County and Chester Township)
- Sewer & Water Permit
  - Contact Ottawa County Environmental Health at 616-393-5645
- Driveway Permits
  - Placement of driveways is handled by the Ottawa County Road Commission at 616-842-5400
  - A permit from Chester Township is required on all driveways
- Soil Erosion & Sedimentation Pollution Control Permit
  - Required when working within 500 feet or a lake or stream OR
  - When clearing over 1 acre for a new job site
  - Contact Ottawa County at 616-846-8222

- Wetland Review
  - Required when construction may disturb a designated wetland area
  - Contact Department of Environmental Quality at 616-356-0500
- Flood Plain Review
  - Required for construction in or near a designated flood plain
  - A topographical survey and an elevation certificate may be required
- Other Environmental Control Approvals and Permits
  - Pollution Control-required? \_\_\_\_Yes \_\_\_\_No
  - Noise Control-required? \_\_\_\_Yes \_\_\_\_No
  - Fire District-required? \_\_\_\_Yes \_\_\_\_No
  - Variance-granted? \_\_\_\_Yes \_\_\_\_No
  - Sign Permit-required? \_\_\_\_Yes \_\_\_\_No
  - Top Soil Removal Permit-required? \_\_\_\_Yes \_\_\_\_No
  - Other \_\_\_\_\_- required? \_\_\_\_Yes \_\_\_\_No

### In addition to the above, the following materials and documents are required in order to obtain a Building Permit:

- Two complete sets of construction plans drawn to scale. Plans must include:
  - Foundations-show depth of footing
  - All significant elevations (side views)
  - Floor plans for all floors, including basement
  - Cross-section of one wall from footing to peak
  - North elevation identified as (N)
- Truss diagram
  - Manufactured truss diagrams are required for any plans that call for engineered trusses. These plans can be obtained from your truss supplier. **Truss diagrams must be turned in before a building permit is issued.**
- Energy code calculations
  - State law requires a minimum level of energy efficiency in new residential structures