



# Backus Township Zoning Administration Land Use Certificate Application Instructions

## Backus Township Zoning Ordinance Section 16.02.A.1:

“No building, structure, or sign shall be erected, altered, or moved unless a Zoning Permit shall have been first issued for such work.”

Applications can be downloaded from the website [backusmi.gov](http://backusmi.gov) or by contacting

**Backus Township**


**Clerk: 989-389-7578**

**[backusclerktheresa@gmail.com](mailto:backusclerktheresa@gmail.com)**

**Or**

**Zoning Administrator: 989-709-6080**

**[backustwpzoning@gmail.com](mailto:backustwpzoning@gmail.com)**


		<b>BACKUS TOWNSHIP, ROSCOMMON, MI</b> 3888 S Maple Valley Rd, Saint Helen, MI 48656 <a href="http://www.backusmi.gov">www.backusmi.gov</a> Zoning Phone: 989-709-6080 Zoning email: <a href="mailto:backustwpzoning@gmail.com">backustwpzoning@gmail.com</a>	
<b>Land Use Permit Application</b> Dwellings / Accessory Structures / Fences / Grading / Signs			
		Applicant	Property Owner (if different from Applicant)
Name			
Phone			
Email			
Address			
Address			
City, ZIP			
<b>Property Information</b>			
Parcel ID Number (PIN):		002- _____ - _____	(As found on the property tax bill)
<b>Project Information</b>			
This project includes (check all that apply)			
<input type="checkbox"/>	Dwelling(s)	<input type="checkbox"/>	Fence(s)
<input type="checkbox"/>	Accessory Structure(s)	<input type="checkbox"/>	Grading
<input type="checkbox"/>	Describe other (e.g. solar, communication tower, etc.): _____	<input type="checkbox"/>	Sign(s)
<input type="checkbox"/>	Modification/Addition	<input type="checkbox"/>	Other
<input type="checkbox"/>		<input type="checkbox"/>	New Construction
<input type="checkbox"/>		<input type="checkbox"/>	Demolition
Intended purpose or use of the project: _____			
Structure size (feet): Length _____ Width _____ Height _____			
<i>Attach structure drawing(s) including plan view and elevations for new/modified construction</i>			
Estimated overall cost of project (\$'s): _____			
Project location / setbacks on the parcel (feet):			
Front	_____	Rear	_____
		Side	_____
If more than one (1) structure, shortest distance between structures: _____			
<i>Attach lot sketch including lot dimensions, size and location on lot of proposed structure; size and location of existing structures, distances between structures; dimension of front, side and rear yards.</i>			
<b>Acknowledgements and Authorizations</b>			
This is a land use permit only, valid for one (1) year from the date of approval. Building permit(s) must be obtained from the Houghton Lake Building Agency for structures over 200 square feet. This land use permit only applies to compliance with the Backus Township zoning ordinance and in no way grants any type of approval for violation of private restrictions, subdivision restrictions and association rules.			
I hereby certify that all use for which this application is made will conform with the ordinances of Backus Township, Roscommon County, State of Michigan.			
I hereby grant permission to the Backus Township Zoning Administrator or their designee to enter upon the above listed property in order to perform their duties with respect to this application.			
_____		_____	
Property Owner's Signature		Date	



# Land Use Certificate Application Instructions

## Step 1

1. Complete the information regarding the subject property.

		<b>BACKUS TOWNSHIP, ROSCOMMON, MI</b>	
		3888 S Maple Valley Rd, Saint Helen, MI 48656	
		www.backusmi.gov	
		Zoning Phone: 989-709-6080 Zoning email: backustwpzoning@gmail.com	
<b>Land Use Permit Application</b>			
Dwellings / Accessory Structures / Fences / Grading / Signs			
	Applicant		Property Owner (if different from Applicant)
Name			
Phone			
Email			
Address			
Address			
City, ZIP			
<b>Property Information</b>			
Parcel ID Number (PIN):	002- _____ - _____ - _____		(As found on the property tax bill)

This is the parcel where the work is taking place.



# Land Use Certificate Application Instructions

## Step 2

### 2. Complete the information regarding the proposed project.

*What structure(s) are you planning to create?*

Project Information					
<b>This project includes (check all that apply)</b>					
<input type="checkbox"/>	Dwelling(s)	<input type="checkbox"/>	Fence(s)	<input type="checkbox"/>	Sign(s)
<input type="checkbox"/>	Accessory Structure(s)	<input type="checkbox"/>	Grading	<input type="checkbox"/>	Other
Describe other (e.g. solar, communication tower, etc.):					
<input type="checkbox"/>	Modification/Addition	<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Demolition
Intended purpose or use of the project:					

*Modifying existing? Building on vacant land? Tearing down and building new? Or a little of each?*

Residential permitted uses include:

- A.  Single family detached dwelling
- C.  Essential public service
- D.  Farming and storage, packaging and processing of farm product (R-1 Only)
- E.  Parks, playground area and/or passive open space
- F.  Accessory home occupation (see Sec 3.13C)
- G.  Accessory uses, buildings and structures incidental to above (see Sec 3)

*See Backus Township Zoning Ordinance Article 5 for all uses allowable in a residential district.*



# Land Use Certificate Application Instructions

## Step 3

### 3. Describe the structure(s) involve in the proposed project.

Project Information					
This project includes ( <i>check all that apply</i> )					
<input type="checkbox"/>	Dwelling(s)	<input type="checkbox"/>	Fence(s)	<input type="checkbox"/>	Sign(s)
<input type="checkbox"/>	Accessory Structure(s)	<input type="checkbox"/>	Grading	<input type="checkbox"/>	Other
Describe other ( <i>e.g. solar, communication tower, etc.</i> ): _____					
<input type="checkbox"/>	Modification/Addition	<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Demolition
Intended purpose or use of the project: _____					
<b>Structure size (feet):</b> Length _____ Width _____ Height _____					
<i>Attach structure drawing(s) including plan view and elevations for new/modified construction</i>					
Estimated overall cost of project (\$'s): _____					

**TOTAL project cost estimate**

See Backus Township Zoning Ordinance Article 4 for height restrictions in Residential Districts.

**Make sure structure drawings include overall length, width, and height of the proposal**



# Land Use Certificate Application Instructions

## Step 3 Example

### 3. Attach a sketch(es) and or drawings of proposed structure(s).

333 PARADISE RD

TRUSSED - ROOF VERSION OF THE POPULAR 24' WIDE, 2 CAR GARAGE

CROSS-SECTION

THIS DESIGN OFFERS THE FEATURES OF OUR MOST POPULAR PLANS - IN THE MOST POPULAR FOOTPRINT DIMENSIONS - VERSATILE, SPACIOUS AND AFFORDABLE.

**3-Rail Ranch Dimensions**

JOHN PUBLIC, 5-5-2020



# Land Use Certificate Application Instructions

## Step 4

### 4. Describe the structure(s) location on the parcel.

Project Information					
<b>This project includes (check all that apply)</b>					
<input type="checkbox"/>	Dwelling(s)	<input type="checkbox"/>	Fence(s)	<input type="checkbox"/>	Sign(s)
<input type="checkbox"/>	Accessory Structure(s)	<input type="checkbox"/>	Grading	<input type="checkbox"/>	Other
Describe other (e.g. solar, communication tower, etc.): _____					
<input type="checkbox"/>	Modification/Addition	<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Demolition
<b>Intended purpose or use of the project:</b> _____					
<b>Structure size (feet):</b> Length _____ Width _____ Height _____					
<i>Attach structure drawing(s) including plan view and elevations for new/modified construction</i>					
<b>Estimated overall cost of project (\$'s):</b> _____					
<b>Project location / setbacks on the parcel (feet):</b>					
Front _____		Rear _____		Side _____	
If more than one (1) structure, shortest distance between structures: _____					
<i>Attach lot sketch including lot dimensions, size and location on lot of proposed structure; size and location of existing structures, distances between structures; dimension of front, side and rear yards.</i>					

See Backus Township Zoning Ordinance Article 4 for setbacks allowed in Residential Districts.

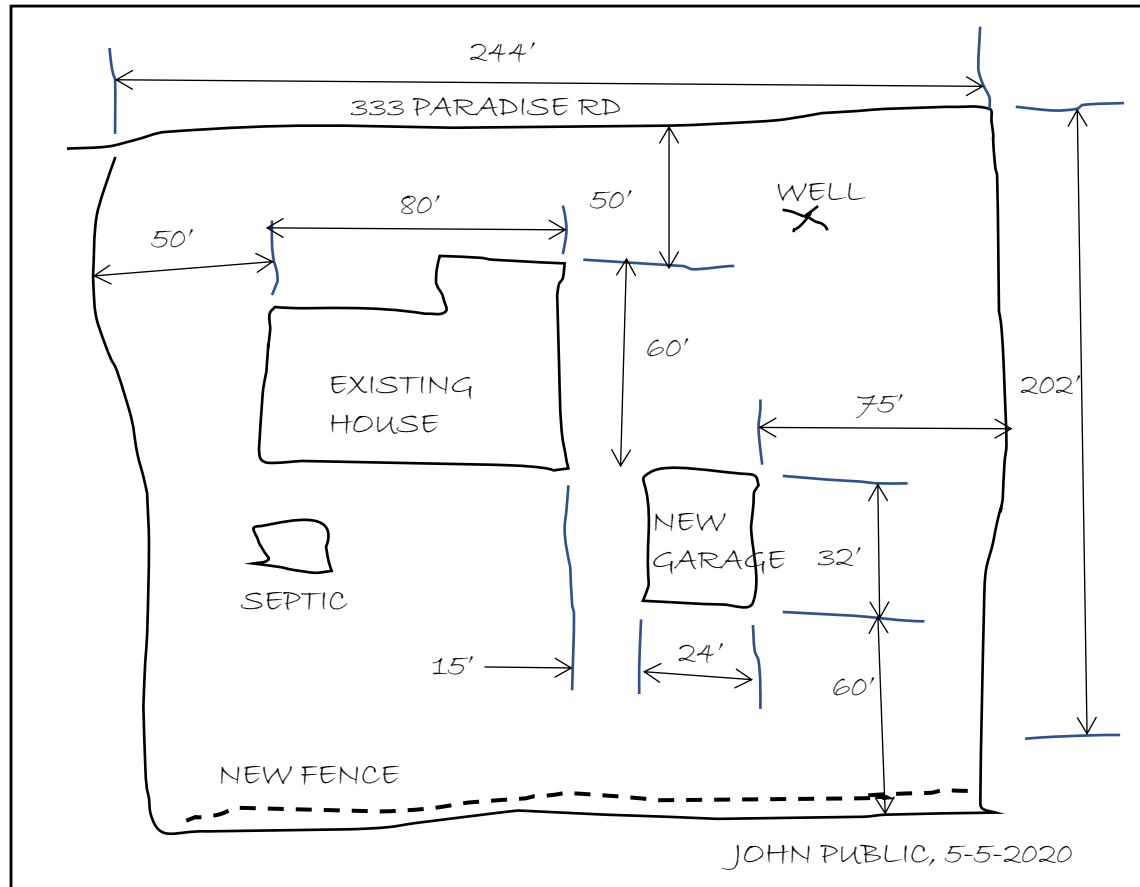
**Make sure lot sketch includes all structures on the property.**



# Land Use Certificate Application Instructions

## Step 4 Example

### 4. Create and attach a sketch of existing and proposed structures.





# Land Use Certificate Application Instructions

## Step 5

### 5. Property owner to read and sign the application acknowledgements.

#### Acknowledgements and Authorizations

This is a land use permit only, valid for one (1) year from the date of approval. Building permit(s) must be obtained from the Houghton Lake Building Agency for structures over 200 square feet. This land use permit only applies to compliance with the Backus Township zoning ordinance and in no way grants any type of approval for violation of private restrictions, subdivision restrictions and association rules.

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

I hereby grant permission to the Backus Township Zoning Administrator or their designee to enter upon the above listed property in order to perform their duties with respect to this application.

\_\_\_\_\_

Property Owner's Signature

Date

