

Application

- Applicant submits completed application to the Township Offices (available on-line) with fee, parking plan, and signed inspection checklist. Checklist available at: www.saugatuckfire.org/rental-applications.html
- Owner is required to provide data about occupancy, floor plan, parking, and local emergency contact

Zoning Review

- Zoning Administrator reviews application for compliance with zoning requirements
- If any aspect of the application conflicts with zoning, applicant is contacted to revise the application
- If complete, Township forwards application to the Fire District

Fire District Review

- Fire District will contact the owner/agent to schedule the inspection (this can take 3-4 weeks)
- If the inspection passes, the Fire District will send the approval to the Township

Permit Issuance

- If the property fails inspection, the owner/agent will make repairs, and contact the Fire District for a re-inspection, after paying appropriate re-inspection fees to the Township.
- After the Township receives approval from the Fire District, a rental certificate will be issued to the owner/agent.

CONTACT INFO:

Zoning Administrator
Saugatuck Township
3461 Blue Star Highway
Saugatuck, MI 49453
(269) 857-7721
Lynee Wells, AICP
lwells@saugatucktownship.org
Cell: (616) 648-3534

Building Inspector
Al Ellingsen
(269) 214-2382 ph
(269) 857-4542
skwirely@frontier.com

Fire District
Chris Mantels
3342 Blue Star Highway
Saugatuck, MI 49453
(269) 857-3000
inspections@saugatuckfire.org

Electrical Inspector
Gord Bosch
996 College Street
Holland, MI 49423
(616) 396-1448 (ph and fax)

Plumbing and Mechanical
Bob Modreske
2644 15th Avenue
Hopkins, MI 49328
(616) 477-4940 ph
(269) 793-7140 fax

For on-line forms visit www.saugatucktownship.org, and Click the *Permits & Forms* menu

To view the zoning map and ordinance, visit www.saugatucktownship.org, and click on Departments, Planning & Zoning