

Application

- Building permit application (available on line) submitted to the Township with all required fees/escrow deposits
- Paper and digital copies are provided by the applicant per application form requirements 1 24x36, 8 11x17, 1 digital file of all materials
- Staff (Zoning Administrator/Planner) review for completeness, contacts applicant with any missing information

Notice

- Township Planner sets date for consideration by the Planning Commission once deemed complete
- When application is complete, staff will prepare notices to be sent to adjacent property owners

Engineering Review

- Application is forwarded to the Township Engineer who reviews for compliance with local, county, state and federal regulations
- Engineer reviews grading and drainage plan, coordinates with Kal-Lake Water and Sewer Authority when necessary regarding utilities
- Engineer contacts applicant for clarification or changes if necessary
- Engineer provides written review to Planner and Applicant, Planner includes in packet to the Planning Commission

Fire District Review

- Township Planner (or applicant) provides set of plans and application to Fire District. See Fire District Checklist for submittals: <https://www.saugatuckfire.org/site-plan-road--driveway-requirements.html>
- Fire District conducts review to determine compliance with the International Fire Code
- Fire District contacts applicant for clarification or changes if necessary
- Applicant pays all required fees to the Fire District for their review
- Fire District prepares written report, forwarded to applicant, engineer, planner. Planner includes in packet to the Planning Commission

Planning Commission

- Planner prepares written report outlining conformance with Zoning Ordinance
- Application, site plan, review letters, and other materials are provided to the Planning Commission in advance of meeting
- Planning Commission reviews request per Zoning Ordinance standards, approves, approves with conditions, tables for more information or denies request

Conditions/ Final Approvals

- Applicant provides updated plan to the Township (digital and paper)
- Township Planner, Fire Department, and Engineer reviews for completeness
- Applicant submits approved site plan to the Building Inspector with Building Permit Application
- See Building Permit Process for Next Steps

CONTACT INFO:

Zoning Administrator
Saugatuck Township
3461 Blue Star Highway
Saugatuck, MI 49453
(269) 857-7721
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Building Inspector
Al Ellingsen
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Fire District
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Saugatuck, MI 49453
Chris Mantels
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Electrical Inspector
Gord Bosch
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Plumbing and Mechanical
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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