

Application

- Permit application is completed and site plan, with engineering, landscaping, lighting, and façade improvements included (if applicable)
- Applicant prepares written application describing conformance with Sec. 40-693 (General SAU Standards) and any specific standards for the proposed use
- Fee and escrow deposit is established
- Staff (building code officer or Zoning Administrator/Planner) review for completeness

Notice

- When application is complete, staff will prepare public hearing notices to be sent to property owners within 300' of the subject site
- Staff prepares notice for Commercial Record or other paper of general circulation 15 days prior to the hearing

Engineering Review

- Planner forwards the application to the Township Engineer who reviews for compliance with local codes
- If any aspect of the application conflicts with zoning or other codes, applicant is contacted to revise the application
- Engineer contacts applicant for clarification or changes if necessary
- Engineer provides written report to Planner who includes report in packet to the Planning Commission prior to their meeting

Fire District Review

- Planner (or applicant) provides set of plans and application to Fire District so that they can provide review at same time as others
- Applicant pays all required fees to the Fire District
- Fire District conducts review to determine compliance with the International Fire Code
- Fire District contacts applicant for clarification or changes if necessary

Permit Issuance

- Changes submitted by applicant for final sign off from Fire District and Building Inspector
- Trades permits also applied for (if necessary), and fees paid

Inspections

- Contractor/applicant contacts Building Inspector to schedule required inspections
- Contractor/applicant contacts Fire District to schedule required inspections
- Inspections are conducted by the Building Inspector
- After all inspections are passed, and all fees are paid, a certificate of occupancy will be issued
- If any inspections are failed, contractor/applicant must schedule a re-inspection

CONTACT INFO:

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

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

Fire District
3342 Blue Star Highway
Saugatuck, MI 49453
Chris Mantels
(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
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Hopkins, MI 49328
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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