

**ZONING REVIEW CHECKLIST  
PLAINFIELD CHARTER TOWNSHIP**

6161 BELMONT AVENUE, BELMONT, MI 49306 PHONE 364-8466

**INFORMATION REQUIRED WITH ALL BUILDING APPLICATIONS**

**(Please Mark Each Box With an X or Circle if Not Applicable (NA))**

- NA Complete Building Permit Application
- NA Scaled Site Plan
- NA Builders license if applicable
- NA Two sets of Blueprints for Residential Permits and Two Sets of Blueprints for Non-Residential Submitted (Showing all Floors, Construction Details, Cross Section(s), Truss details, and Floor Elevations.)
- NA Complete State Energy Form (not necessary for some additions and accessory buildings)

**MATERIALS THAT MAY BE REQUIRED WITH NEW HOME OR ADDITION**

- NA Septic and Well Permits (Kent County Health Department at (616-336-3030) and/or
- NA Plainfield Township Sewer and Water Permits.
- NA Driveway Permit for New Homes (Kent County Road Commission (616)-242-6900
- NA Department of Environmental Quality Permit for Construction within Flood Zone or Wetland. (Call Grand Rapids or Lansing DEQ)
- NA Soil Erosion Permit (When Moving Soil Comprising of 1 Acre or more or Working Within 500 ft of Water) Call the Kent County Road Commission at (616) 242-6900.

**INFORMATION NECESSARY FOR ZONING APPROVAL OF SITE PLAN (Checklist)**

- NA Show All Property Lines and Required Setback(s) (Front, Side and Rear) From All Property Lines (Measurements are from Nearest Part of Structure **Including Overhang**)
- NA Show all Proposed and Existing Buildings/Structures on Property. (In-ground Swimming Pools are measured from waters edge)
- NA Show Separation Setback from Adjacent Buildings/Structures on the Subject Parcel
- NA General Dimensions of all Buildings/Structures including Sheds, Decks and Covered Porches
- NA Location of Floodplains, Steep Grades and Wetlands on Property (if any)
- NA Location of Driveway (Driveways exceeding 10% grade or 125 feet in length need Plainfield Charter Township Fire Department Approval Call (616-364-1183.)
- NA Top of Basement Wall Elevation from Street and Minimum Basement Opening for new construction. The Township may also require additional information.
- NA Location of all Sidewalks on Public and Private Streets where applicable.
- NA Show Location of Well and Septic System and Septic Drainage Field where Applicable
- NA Location of Right(s)-of-Way and/or Utility Easements (Water, Sewer, Gas, Telephone, Cable etc...)
- NA Location of Designated Drainage Areas/Easements and Directional Drainage Arrows.
- NA Swimming Pool: (Location of Pool, Fencing and a Drainage Plan)

**REQUIRED SIGN PERMIT INFORMATION (Must Provide Sign Erection and Electrical License)**

- NA Sign Permit Applications (Must Include Sign, Location, Lighting, Footings and Structural Details)
- NA Sign and Pole Height
- NA Sign Dimension(s) (Width \_\_\_\_\_ X \_\_\_\_\_ Height = Square Footage \_\_\_\_\_)
- NA Site Plan Indicating Location and Number of the Sign(s) (Includes Directional and Incidental Signs)
- NA Wall Sign(s) Applications Must Show Elevation View and Wall Dimensions, where attached.

**ZONING APPROVAL**

Completed Applications require **FOUR** full working days to process. **Zoning Approval may be picked up the 5th day.** Holidays and Weekends are not counted. Incomplete applications may be withheld indefinitely and additional materials may be required.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_