

Application for Site Plan Review - Short Term Rental

Almira Township
7276 Ole White Dr.
Lake Ann, MI 49650
(231)275-5862

Application No. _____
Fee: \$500.00
Annual Renewal \$250.00
Received: _____

Applicant

Name: _____
Address: _____
City: _____
State & Zip: _____
Phone (____) _____
Property Parcel # 10-01- _____
Property Address: _____

Agent

Name: _____
Address: _____
City: _____
State & Zip: _____
Phone (____) _____

Check if Provided:

- _____ 1. Confirmation that Association By-Laws or Deed Restrictions do not prohibit Short Term Rentals.
- _____ 2. Proof of ownership, survey and/or legal description.
- _____ 3. Zoning Classification of the subject parcel and adjoining parcels.
- _____ 4. Most recent pumping record for the septic system or a current evaluation by the Benzie County Health Department and most recent domestic water quality report.
- _____ 5. Total number of bedrooms to be used (based on #4 above).
- _____ 6. A site plan showing existing structures, setbacks, off street parking, driveways within 100 feet.
- _____ 7. Refuse container(s) location shown and the name of licensed waste hauler under contract.
- _____ 8. Name of property manager and twenty-four hour contact phone number when actively rented.

Applicant Signature _____ **Date:** _____

Township Action: Approved: _____ **Denied:** _____ **Date:** _____

Planning Commission _____ Zoning Administrator _____

Approval expires on December 31- renewal applications considered beginning October 1
Change of ownership voids Short Term Rental

Special Restrictions or Conditions: