

**BRADY CHARTER TOWNSHIP
ZONING COMPLIANCE PERMIT
APPLICATION AND INFORMATION PACKET**

May 2026
(revised draft 5/19)

BRADY CHARTER TOWNSHIP
INSTRUCTIONS AND PROCEDURES FOR
ZONING COMPLIANCE PERMIT APPLICATION

The Brady Charter Township Zoning Ordinance requires a "Zoning Compliance Permit" for various land uses and activities. Those land uses and activities are generally not subject to any other zoning-related approval, but a Zoning Compliance Permit is also required as part of the zoning approval process associated with a Building Permit application.

An application for a Zoning Compliance Permit is required for all of the following land uses/activities:

1. For any building/structure for which a building permit is required under the Township Building Code, prior to the issuance of a building permit by the Building Official, to certify the location of the building or structure and/or the intended use complies with all applicable provisions of the Zoning Ordinance. (Section 5.4.1 and see Section 24.3.2.I. and J.)
2. For any building or structure which is exempt from a building permit requirement pursuant to the Township Building Code, prior to any construction, enlargement, alteration, occupancy, or other use in whole or in part of such a building/structure, to certify the location of the building or structure and/or the intended use complies with all applicable provisions of the Zoning Ordinance. (Section 5.4.2 and see Section 24.3.2.I. and J.)
3. For an accessory building proposed to be located in the front yard at least 300 feet from the street right-of-way. (Section 17.2.3.a.)
4. For an accessory building proposed to be located in the front yard within 300 feet of the street right-of-way. (Section 17.2.3.b.)
5. For specific types of signs allowed in the applicable zoning district, to certify the sign complies with all applicable provisions of the Zoning Ordinance. (Article XX). Note: a separate Zoning Compliance Permit for signage is not required if the signage is part of a site plan approved by the Planning Commission pursuant to Article XIX of the Zoning Ordinance.
6. For a temporary permit for a temporary office building or yard for construction materials and/or equipment which is both incidental and necessary to construction at the site where located. (Section 5.12.1.)
7. For a temporary permit for a temporary office which is both incidental and necessary for the sale or rental of real property in a new subdivision or housing project. (Section 5.12.2.)

8. For any building or structure or land use for which any other provision of the Zoning Ordinance requires a zoning compliance permit issued by the Zoning Administrator, prior to any such building or structure or land use being initiated, to certify the location of the building or structure and/or the intended land use complies with all applicable provisions of the Zoning Ordinance.

Filing Procedures

The applicant files the original of an application for a Zoning Compliance Permit at the Brady Charter Township Office, using the Zoning Compliance Permit Application Form prescribed by the Township, including all required and related information, with payment of the application fee.

Contemporaneous with that filing the Township Office submits to the Zoning Administrator a duplicate copy of that filing (print or electronic).

The Zoning Administrator will review the application to determine if it is administratively complete, and may require the applicant to correct any deficiencies. The Zoning Administrator may also require the applicant to submit additional information necessary to properly understand the application.

Upon determining the application to be administratively complete, the Zoning Administrator will review and act on the application in accordance with all applicable provisions and requirements of the Zoning Ordinance.

Note: Incomplete applications will not be accepted, and applications will not be processed without payment of application fee in full.

BRADY CHARTER TOWNSHIP

ZONING COMPLIANCE PERMIT APPLICATION FORM

Part 1---applicant and property information

Name of Applicant: _____ Date: _____

Mailing Address of Applicant: _____

Common Address of Property for which the permit is requested (all existing street addresses within the property): _____

Property Tax ID Number: _____ Zoning District: _____

Interest of Applicant in the Property: _____
(Deedholder, Land Contract Purchaser, Lessee, Other)

Does any person other than applicant have a legal or equitable interest in the property?
No _____ Yes _____ (attach name/address and interest)

Part 2---Land Use/Activity for which Zoning Compliance Permit
is requested (check applicable box below)

- For any building/structure for which a building permit is required under the Township Building Code, prior to the issuance of a building permit by the Building Official, to certify the location of the building or structure and/or the intended use complies with all applicable provisions of the Zoning Ordinance. (Section 5.4.1 and see Section 24.3.2.I. and J.)
- For any building or structure which is exempt from a building permit requirement pursuant to the Township Building Code, prior to any construction, enlargement, alteration, occupancy, or other use in whole or in part of such a building/structure, to certify the location of the building or structure and/or the intended use complies with all applicable provisions of the Zoning Ordinance. (Section 5.4.2 and see Section 24.3.2.I. and J.)
- For an accessory building proposed to be located in the front yard at least 300 feet from the street right-of-way. (Section 17.2.3.a.)
- For an accessory building proposed to be located in the front yard within 300 feet of the street right-of-way. (Section 17.2.3.b.)
- For specific types of signs allowed in the applicable zoning district, to certify the sign complies with all applicable provisions of the Zoning Ordinance. (Article XX). Note: a separate Zoning Compliance permit for signage is not required if the signage is part of a site plan approved by the Planning Commission pursuant to Article XIX of the Zoning Ordinance.

- For a temporary permit for a temporary office building or yard for construction materials and/or equipment which is both incidental and necessary to construction at the site where located. (Section 5.12.1.)
- For a temporary permit for a temporary office which is both incidental and necessary for the sale or rental of real property in a new subdivision or housing project. (Section 5.12.2.)
- For any building or structure or land use for which any other provision of the Zoning Ordinance requires a zoning compliance permit issued by the Zoning Administrator, prior to any such building or structure or land use being initiated, to certify the location of the building or structure and/or the intended land use complies with all applicable provisions of the Zoning Ordinance.

Part 3---required site plan

Include with this completed application form a fully dimensioned site plan indicating all of the following: lot lines with dimensions, location of driveway, location of sewer/septic system, location of water well, location and size of all buildings presently on the property with setbacks and distance between buildings; and the location, size and height of any proposed new building/structure, including roof overhang, porches, decks, steps, lean-to, etc.

Part 4---zoning questions (circle yes or no, as applicable)

- | | | |
|--|-----|----|
| A. Does this property have frontage on two roads? | Yes | No |
| B. Does this property have lake frontage? | Yes | No |
| C. Is there a dwelling presently on this property? | Yes | No |
| D. Is there an accessory building presently on this property? | Yes | No |
| If yes, dimensions #1 _____ x _____ #2 _____ x _____ #3 _____ x _____ | | |
| E. Is there an easement on this property? (i.e. utility, lake access, etc.) | Yes | No |
| Please specify and provide a copy of the easement document. _____ | | |
| F. Is this property located in a flood plain? | Yes | No |
| G. Is any proposed construction/activity located within 500' of a lake, stream, or other natural body of water? | Yes | No |
| H. Will any proposed construction/activity require the moving of one surface acre or more of land? | Yes | No |
| I. If proposed construction is for an accessory building (pole building or other construction) will it contain livestock or other animals? | Yes | No |
| Please provide type and quantity _____ | | |
| J. Will the project involve any filling activities? | Yes | No |
| If "Yes" a separate Fill Permit Application may be required. See Section 5.22 of Zoning Ordinance and contact Zoning Administrator for more information. | | |

Part 5---responsibilities of applicant

It is your responsibility to be aware of any deed restrictions, subdivision regulations, flood plain regulations, and wetland regulations. By signing this application form you acknowledge you have read and will comply with all of the above and with all applicable land use regulations, as determined by the Zoning Administrator.

Applicant(s) Telephone Number(s):

Signature of Applicant(s):

Applicant(s) email address:

*******FOR TOWNSHIP OFFICE USE ONLY*******

Application #: _____ Date complete application received including payment of application fee: _____

Date of Zoning Administrator action on application: _____

- Approved Approved with conditions Denied