

HOMEOWNERS GUIDELINES FOR BUILDING ON BEAVER ISLAND

First steps in planning to build a house, adding to an existing structure or separate structure on the same property. What do I need to know and where do I find the resources?

Beaver Island operates under the guidance of the Beaver Island Resilient Master Plan, as a legal document. Ordinances and maps from both Peaine and St. James Townships are instructional for determining building and land use. The Zoning Administrator and Planning Commissions play a key role in assisting property owners determine what is best suited and legal for land use. Architects and builders can guide you to the necessary resources needed for approval of your building project.

The building department will not issue a permit, without an approved Zoning Permit obtained from the Zoning Administrator on the island.

Most but not all construction requires a building permit. Building Permits are issued by the Charlevoix County Building Safety Department, located in Charlevoix.

St. James Planning Commission	http://www.stjamestown.org/government_departments/planning_commission/index.php
St. James Ordinance & Map	http://www.stjamestown.org/government_departments/planning_commission/ordinances.php#revize
Peaine Planning Commission	http://www.peainetwp.org/government_departments/planning_commission/index.php
Peaine Ordinance & Map	http://www.peainetwp.org/government_departments/planning_commission/critical_dune_amendments
Charlevoix County Building Department	https://cms2files.revize.com/charlevoixmi/APPLICATION%20FOR%20BUILDING%20PERMIT%20 Contact information appears at the top of the application.
BI Master Plan 2017	http://www.peainetwp.org/government_departments/planning_commission/master_plan.php
Charlevoix County Soil Erosion	https://cms2files.revize.com/charlevoixmi/SOIL%20EROSION%20UPDATE%202018.pdf
Health Department Northwest Michigan	http://nwhealth.org/pubs/EH-54-C.pdf



ZONING REQUIREMENTS FOR CONSTRUCTION

Zoning Permit: required for all construction. This includes any structure that can be measured from the ground up, including but not limited to houses, additions, carports, garages, gazebos, pole barns, sheds, commercial buildings, storage buildings, “temporary” structures, decks, balconies, and porches. The moving of a building shall be considered the same as new construction.

Sign permits are required for signs advertising a business, development, or location of interest. Sign permits may be obtained at the township website or from the zoning administrator.

The allowed building size and setbacks for front, rear, and side yards vary, depending on the **Zoning District** where your property is located, can be found in the Township Zoning Ordinances. The zones are “R-1”, “R-2”, “A”, “C-1”, “C-2”, “CD”, and “I”, Providing the Tax or Parcel identification number to the Zoning Administrator, will facilitate determining the correct zoning district. The number will be in the format for Peaine Twp. 15-012-____-____-__ and St. James Twp. 15-013-____-____-__ You can obtain a copy of the correct zoning district, and a permit application, at the township website, or from the zoning administrator.

If the construction is within 500 ft of a body of water you must apply for a soil erosion permit. Permits are issued by the Charlevoix County Soil Erosion control officer.

If the construction is for a residence you need to apply for well and septic permits. Permits are issued by the Health Department of Northwest Michigan, located in Charlevoix.

Most, but not all construction requires a building permit. Building Permits are issued by the Charlevoix County Building Safety Department, located in Charlevoix. The building department will not issue a permit, without an approved Zoning Permit.

More things to consider adding to this guide:

1. Check to see if property has any deed restrictions, state setbacks related to dunes, and plan accordingly. Zoning Administrator?

2. Contact the Charlevoix Building Department for permits...well, septic, driveways and culverts. If land doesn't perk...what is needed?

3. Role of Island Zoning Administrator - appointed by the Township Board to assure compliance with the Zoning Ordinances.

4. Role of the Planning Commission - The body created and authorized by the Township Board to plan for the Townships in accordance with Public Act 168 of 1959, as amended, and Public Act 33 of 2008, MCL 125.3801 et seq, as amended.

5. Zoning Ordinance, Section 4.22 Shoreline Protection Strip related to the removal of vegetation and high-water erosion.

6. Homestead and non-homestead...we have many out of state homeowners.

