

Project Application Form

Engineering & Planning

For: Land Use, Right of Way,
Soil Erosion, and Stormwater permits

*Electronic submission of
complete sets of site plans/
building plans required.
**Paper copies required
only upon request.***

Project Street Address: _____ Date of Application: _____

OR Parcel ID : _____ - _____ - _____ - _____ - _____

Property Owner: _____ Phone: _____ - _____ - _____

Owner Address: _____ Zip: _____

Owner Email Address: _____

Applicant is: ☐ Owner ☐ Contractor ☐ Other: _____

Contractor Name: _____ Phone: _____ - _____ - _____

Contractor Address: _____ Zip: _____

Contractor Email Address: _____

Project Description: _____ Location: ☐ Front ☐ Rear ☐ Side

Project Schedule: *Expected Start Date: _____ Expected Completion Date: _____

****Applicant is required to provide project start and completion dates. "ASAP" will not be accepted.***

New utility hook-ups required? ☐ No ☐ Yes If yes, which utilities: _____

Will project require temporary on street parking where it is not currently permitted? ☐ No ☐ Yes _____

Fee(s) will be paid by: ☐ Applicant ☐ Owner ☐ Contractor ☐ Other: _____

In signing this application the applicant/property owner agrees to all "Terms & Conditions" for all permits issued, including on-site inspections by City of Traverse City Zoning, Planning, Engineering, and Assessing officials, necessary to ascertain compliance, completion and value of the content of the permit(s). To ensure the restoration of the right-of-way, street, alley, or other public place following completion of the work done pursuant to this permit, I (the Property Owner) agree to reimburse the City in the amount of the labor, material or services incurred by the City in restoring the public right-of-way, street, alley, or public property to its former condition in the event that the right-of-way, street, alley, or public property is not restored to its former condition as required by Section 1024.04 of the City's Codified Ordinances. Should the Property Owner fail to reimburse the City as set forth herein and such failure continues for 30 days after written notice of the Property Owner of its failure to reimburse, the City shall have all of the rights and remedies of a tax collecting local unit of government for all of the amounts remaining due and owing. In the event that the Property Owner fails to pay such amounts, the Property Owner consents and waives any objection to a Single Parcel Special Assessment on the Property in the amount of such Reimbursement remaining unpaid pursuant to the Procedure for Assessing Single Parcels set forth in the City of Traverse City's Codified Ordinances, Section 232.04.

*Owner's Signature: _____ Date: _____

Contractor's Signature: _____ Date: _____

****Property Owner's Signature is required to be notarized for High Impact Projects on page 2***

INTERNAL USE ONLY

CITY PERMITS/APPROVALS REQUIRED

Yes	No	Permit Type	Permit #	Fee
<input type="checkbox"/>	<input type="checkbox"/>	Land Use Permit	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Right of Way Permit	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Soil Erosion Permit	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Runoff Control Permit	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire Review	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Utility Review.....	_____	_____

Engineering Approval: _____ Date: _____

Planning/Zoning Approval: _____ Date: _____

Notary Public
County of _____, State of Michigan
My Commission Expires: _____
Acting in the County of _____



Project Fees effective July 1, 2025

ENGINEERING

SOIL EROSION PERMITS

Residential & Commercial Low Priority	\$50.00*
Residential & Commercial Mid Priority	\$100.00*
Residential & Commercial High Priority	\$150.00*

*Fee includes Review of Application & Plans, issuance of permit and inspections.

Low Priority: 1-2 Inspections; Mid Priority: 3-16 inspections (Min. once every 2 weeks); High Priority: 16+ inspections (Min. once every 2 weeks or within 24 hrs of rain event)

RIGHT-OF-WAY PERMITS

Residential

Low Impact/Non-Excavating:	\$50.00
Medium Impact/Minor Excavating:	\$75.00
High Impact/Major Excavating:	\$100.00

Commercial

Low Impact/Non-Excavating:	\$75.00
Medium Impact/Minor Excavating:	\$100.00
High Impact/Major Excavating:	\$150.00
Civil Infraction:	\$100.00

STORM WATER RUNNOFF PERMITS	\$100.00
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UTILITY SERVICES REVIEW	\$100.00*
(conjunction with issuing Land Use Permit)	
If EGLE Permit required	\$1,000.00 additional

**Applies only to residential, multiple, commercial, institutional and industrial projects in which a utility review is required.*

PURGE WELL DISCHARGE RATE	\$3.00/1,000 cu. ft.
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ENCROACHMENT/SALE OF CITY PROPERTY/ RELINQUISHMENT OF CITY EASEMENT	\$475.00
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COMMERCIAL PAVEMENT SEALER REGISTRATION	\$40.00
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For all additional services and fees please check out the Services web page on the City of Traverse City's website <https://www.traversecitymi.gov/services/>



PLANNING

BASE FEE FOR BOARD OF ZONING APPEALS REQUEST

Interpretation, Variance, Exception or Appeal	\$420.00
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BASE FEE FOR PLANNING COMMISSION REQUEST

Land Use Permit	
Single Family, Two-Family & Commercial Interior	\$60.00
Demolition	\$60.00
Commercial/Industrial/Institutional/Multiple-Family	\$110.00
Conditional Zoning Offer	\$1,680.00(2)*
Planned Unit Development (PUD)	\$830.00 (1)*
Major Amendment to PUD	\$1,080.00 (1)*
Minor Amendment to PUD	\$85.00
Administrative Special Land Use Permit (ADSLUP)	\$435.00
Major Amendment to ADSLUP	\$375.00
Minor Amendment to ADSLUP	\$85.00
Planning Commission Special Land Use Permit (PSCLUP)	\$1,960.00 (2)*
Major Amendment to PCSLUP	\$1,080.00 (1)*
Minor Amendment to PCSLUP	\$85.00
Zoning Change (Rezoning)	\$1,050.00 (2)*
Site Plan Review (SPR)	\$1,380.00
Major Amendments to Site Plan Review	\$200.00
Text Amendment Request	\$670.00

*(1) Includes Site Plan Review; (2) Does not include Site Plan Review

SIGN PERMIT

\$50.00

PLANNED UNIT DEVELOPMENT & SPECIAL LAND USE PERMIT TERMINIATIONS

Termination of a Planned Unit Development (PUD)	\$1,080.00
Termination of a Special Land Use Permit (SLUP)	\$1,080.00

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RENTAL HOUSING INSPECTIONS

Apartment Program

Application fee	\$18.00/unit
Initial inspection fee	\$50.00/unit

Follow up inspections	\$22.00/unit
Biennial inspection	\$30.00/unit
Follow up inspections	\$22.00/unit

Rooming House Program

Application fee	\$18.00/unit
Initial inspection fee	\$30.00/unit
Follow up inspections	\$22.00/unit
Biennial inspection	\$25.00/unit
Follow up inspections	\$22.00/unit

STREET/ALLEY VACATION REQUESTS

Street & Alley Vacations \$2,115.00

*In the event a Circuit Court action is requested or required in which the City is required to participate the applicant shall engage legal counsel at its expense to work with the City Attorney to complete that action or in the alternative shall pay the actual time and expenses of the City Attorney's office in completing that action.

GRAND TRAVERSE COMMONS PLANNING/ZONING MATTERS

District Plan Amendment	\$1,000
Subarea Development Plan	\$425
Subarea Development Plan – major amendment	\$200
Site Plan Approval	\$200
Land Use Permit (per building)	
Single-family, two-family and commercial interior	\$100
Multi-family	\$100
Demolition	\$100
Commercial/Industrial/Institutional	\$100
Board of Zoning Appeals	\$300

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