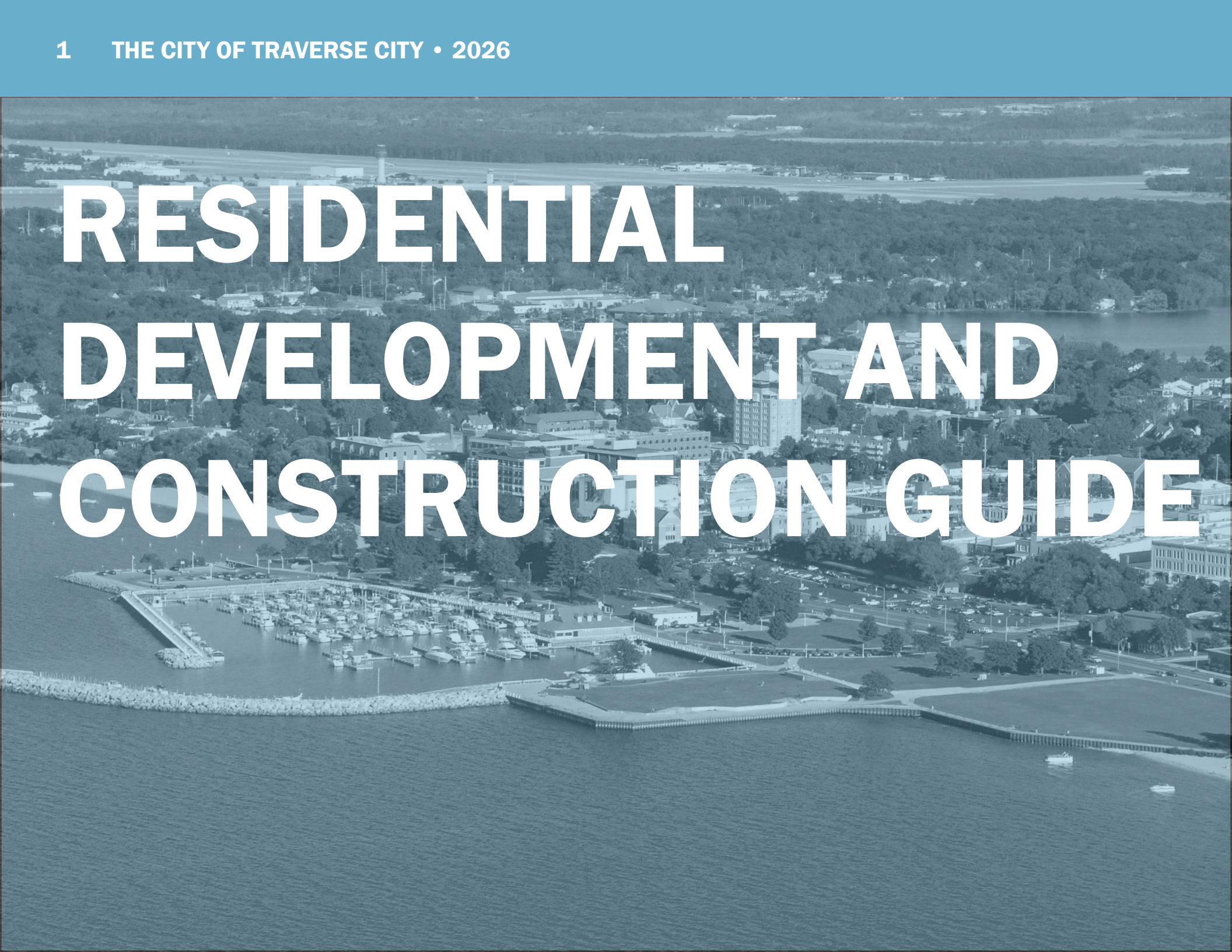




RESIDENTIAL DEVELOPMENT AND CONSTRUCTION GUIDE

WHAT IS THIS GUIDE FOR?

This guide is intended for all Single- and Two-Family Residential projects within the City of Traverse City.

You may find this guide useful if you intend to:

- Construct or alter a structure
- Construct an addition
- Demolish or move a structure

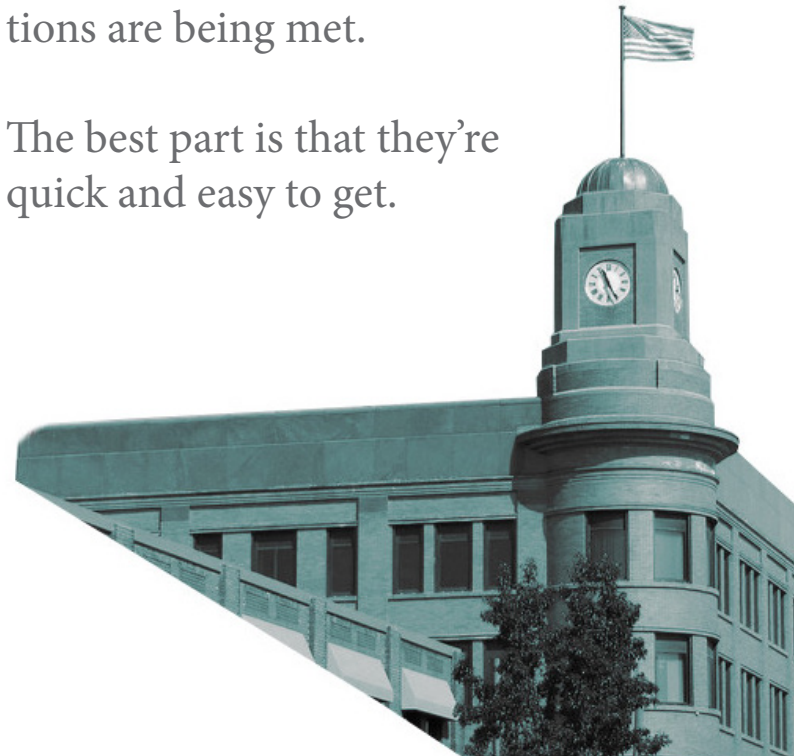
This guide will walk you through how to obtain the required permits before you can begin your project.

WHY DO I NEED A PERMIT?

Permits from the City of Traverse City are for land use and zoning. Zoning controls what sort of buildings can be built in a certain area.

Permits ensure that local rules and regulations are being met.

The best part is that they're quick and easy to get.



1.

To begin the permit process, drop off or email a completed [Project Application Form](#) and a complete set of site/building plans to the [City Planning Department](#) on the 2nd floor of the Governmental Center, 400 Boardman Avenue, Traverse City MI, or dweston@traversecitymi.gov.

(THIS BUILDING)

2.

City Planning and City Engineering will determine what types of permits your project may need.

Depending on the scope, location, and size of your project, you may need up to 4 permits.



*If your project is located within the Grand Traverse Commons, please call 231-922-4464 for additional development regulations.

WHICH PERMITS DO I NEED?

LAND USE PERMIT

This permit ensures that a project meets the regulations in the zoning code.

It is required for all projects.

SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

This permit makes sure your project won't negatively impact the environment.

It is required if your project is within 500 feet of a lake or stream, or will disturb more than 1 acre of land.

RIGHT-OF-WAY PERMIT

This permit allows you to work in a City right-of-way, i.e. streets, sidewalks, alleys.

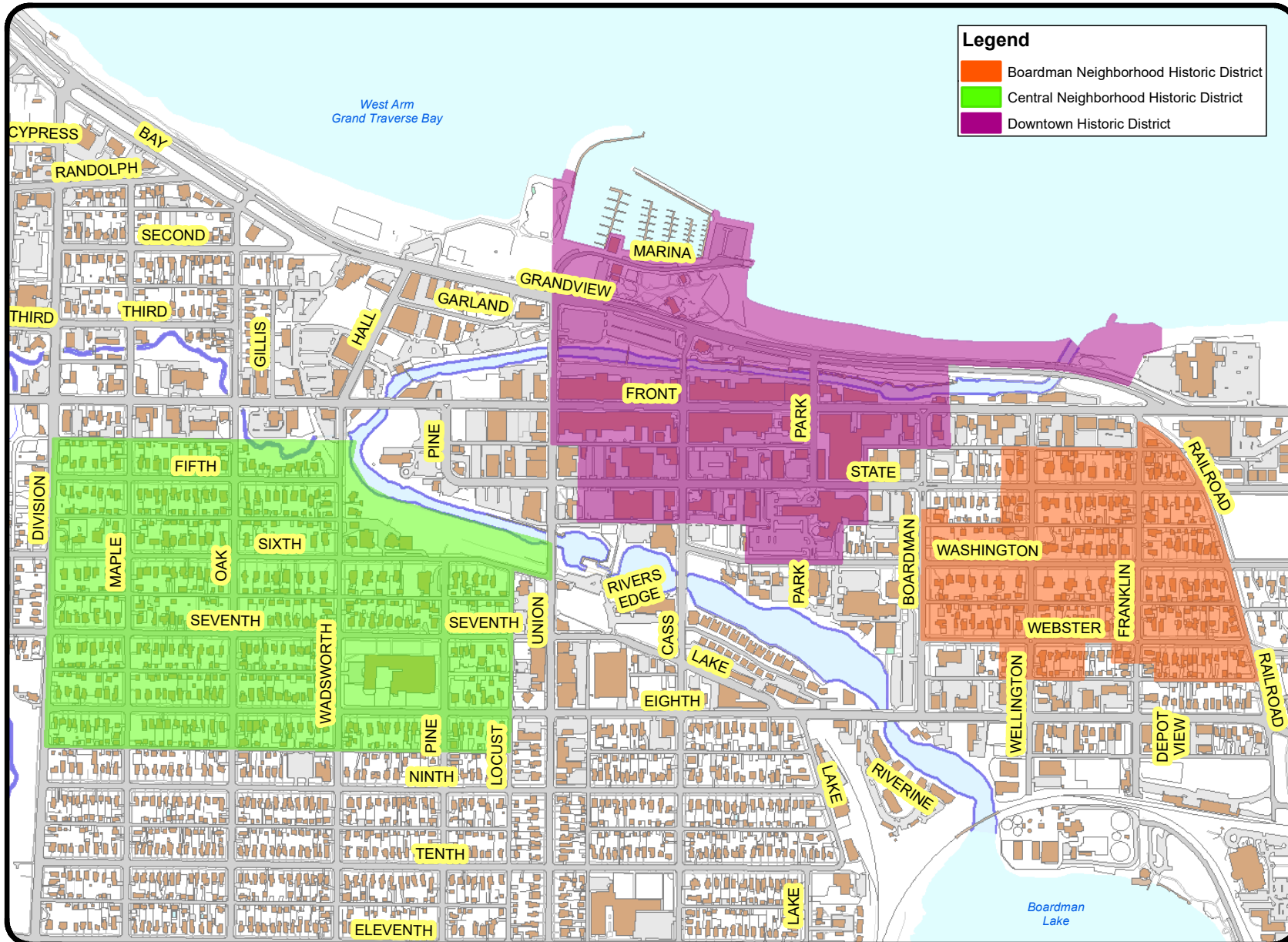
It is required if your project will involve work in the right-of-way.

HISTORIC PRESERVATION PERMIT

This permit helps maintain the character of Traverse City's Historic Districts.

It is required if your project is located in one of [Traverse City's 3 Historic Districts](#).

The map can be found on the next page.



City of Traverse City
Department of Public Services

Traverse City Historic Districts

8-14-17
JPT



1 inch = 500 feet

This map is based on digital databases from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.

3.

You're almost done! Permits can be paid for with cash, check, or credit card. If using a credit card, a service fee will be added. Please make checks out to the City of Traverse City, and drop off or mail to the Governmental Center, 400 Boardman Avenue, Traverse City MI 49684. See next page for permit costs.

4.

After you receive the required permits, you will submit City-approved plans to the [Grand Traverse County Construction Code Office](#), located at 2650 Lafranier Road, Traverse City MI, 49686, 231-995-6044.

The County will issue all necessary building permits.

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FEES

LAND USE PERMIT

Single and Two-Family.....	\$60.00
Demolition.....	\$60.00

RIGHT-OF-WAY PERMIT

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

SOIL EROSION PERMIT

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)

HISTORIC PRESERVATION PERMIT

No fee, however all projects within a Historic District must be reviewed & approved by the [Historic Districts Commission](#)

If you have further questions, you can schedule a pre-development meeting. Contact the Planning Department at 231-922-4778 to schedule an appointment.