

# Otisco Township

9663 W. Button Road • Belding, Michigan 48809      616-794-3506      Fax: 616-794-7083      Website: www.otiscotwp.org

## Application/Permit for Demolition

**APPLICANT:**      Name: \_\_\_\_\_  
                          Address: \_\_\_\_\_  
                          Telephone: (\_\_\_\_) \_\_\_\_\_      Facsimile: (\_\_\_\_) \_\_\_\_\_

**OWNER:**      Name: \_\_\_\_\_  
                          Address: \_\_\_\_\_  
                          Telephone: (\_\_\_\_) \_\_\_\_\_      Facsimile: (\_\_\_\_) \_\_\_\_\_

**DESCRIBE YOUR REQUEST:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**PARCEL NUMBER: 34 – 130 - \_ \_ \_ - 000 - \_ \_ \_ - \_ \_** **CURRENT ZONING:** \_\_\_\_\_

**APPLICANT REQUIREMENTS:** (Please check/initial all that apply)

- Obtained Certificate from the Otisco Township Treasurer that all property taxes and special assessments on the subject property are paid.
- In compliance with Current Otisco Township Zoning & Police Ordinances.
- Posted an Escrow, Cash Bond, Surety Bond, or Irrevocable Letter of Credit with the Otisco Township in the amount of five hundred dollars (\$500.00). **This amount shall be forfeited in the event the requirements of this section are not met and can be used in the Township's discretion to enforce this permit, bring the property into compliance with the Otisco Township Zoning Ordinance, or to be placed in the Otisco Township General Fund.**
- Read and understand the attached page and comply with all specified Guidelines for Demolition.

**SIGNATURES:** *I (we), the undersigned, agree to the terms set forth in the Demolition Permit Process. I (we) the undersigned further agree to the Escrow amount required and the terms for the return of the Escrow.*

\_\_\_\_\_  
Applicants signature

\_\_\_\_\_  
Date of application

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date of application

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date of Issue

- Zoning Administrator to [Date] – [Initial] Otisco Township Zoning Administrator has inspected and verified for compliance.
- Zoning Administrator to [Date] – [Initial] Ionia County Building Official has inspected and verified for compliance.
- Zoning Administrator to [Date] – [Initial] The Escrow, Cash Bond, Surety Bond, or Irrevocable Letter of Credit has been released to applicant.

## ***Guidelines for Demolition Process***

**No building or structure may be razed, demolished or torn down without first obtaining a Demolition Permit from the Otisco Township Zoning Administrator and a Demolition Permit from Ionia County.**

The Zoning Administrator shall issue a Demolition Permit only after the applicant has shown that he/she has complied with and will abide by the following requirements:

- A certificate is obtained from the Otisco Township Treasurer that all property taxes and special assessments on the subject property are paid.
  - An escrow, cash bond, surety bond, or irrevocable letter of credit is posted with the Otisco Township Clerk and the Township Treasurer in the amount of five hundred dollars (\$500.00) or ten percent (10%) of contracted price of demolition (whichever is greater).
  - The manner of razing, demolishing or tearing down of a building or structure hereby regulated shall comply with the following:
    - Prior to any demolition, all utilities connecting to such building or structure shall be disconnected and capped in such a manner that it is acceptable to the company, municipality and/or entity controlling such utility save the electrical lines and gas lines shall be capped at least at the street adjacent to the subject parcel, and no bond shall be released until written evidence from such company, municipality and/or entity is given stating that the disconnection and capping is acceptable.
    - No materials used in the construction of the foundation, building or structure shall be buried or left upon the subject parcel, but shall be disposed of in a licensed sanitary landfill.
    - Any septic or other underground storage tank(s) shall have their contents removed and disposed off the parcel in accordance with the statutes of the State of Michigan and rules promulgated of agencies of the State of Michigan and the tanks shall subsequently be removed from the parcel in the same manner as stated above.
    - Such quantity of clean fill dirt as is necessary to level off the premises after such demolition shall be brought on the parcel and the premises shall be leveled off to the grade existing prior to such razing, demolishing or tearing down.
- (a.) The Otisco Township Zoning Administrator or his designate shall inspect before, during and subsequent to the demolition and verify that there has been compliance herewith prior to the release of the bond or letter of credit, and the applicant must allow such inspection and not proceed with any part of the demolition in such a way that any of the requirements hereof cannot be visually inspected for compliance and shall not proceed before actual inspection and approval is made on any of such requirements.
- (b.) Upon compliance with all the requirements hereof, and verification thereof by the Zoning Administrator and the Ionia County Building Official the Otisco Township Clerk and the Otisco Township Treasurer shall release the Escrow, Bond or Letter of Credit to the applicant by Otisco Township.
- (c.) The Demolition Permit is valid for one hundred eighty (180) days from date of issuance.