

**Long Lake Peninsula Association**  
**P.O. Box 2043 | Traverse City MI 49685**

**Instructions for LLPA Building Permit**

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For Land Use Rules and Regulations please see [Article XIII Land Use Rules and Regulations of the LLPA By-Laws](#)

Association requirements are different from the Township. We recommend you check in with our Building and Zoning director before pulling your other permits. Here are the things we will require before a permit will be issued:

1. The Long Lake Peninsula Building Permit Application
2. Copy of the Soil Erosion Permit issued
3. Copy of the Building Permit issued
4. Copy of Plan for your changes or construction to be completed
5. Copy of Platted Survey of your lot, or stamped civil drawing showing lot lines and all setbacks.
6. The total cost of permit fees are listed below.

Project cost ( <i>As listed on Building Permit</i> )	LLPA Permit Fees
to \$1,000 .....	\$75.00
\$1,001 to \$10,000 .....	\$100.00
\$10,001 to \$100,000 .....	\$165.00
\$100,001 to \$250,000 .....	\$300.00
\$250,001 to \$500,000 .....	\$435.00
\$500,001 plus.....	\$1,235.00
Fee if no county/township building permit on file: .....	\$150.00

All permit fees are non-refundable and will be directed to the road improvement fund.

**Construction Traffic:** It is your responsibility to educate your construction crews and their sub-contractors about our 20 MPH speed limit and 15 MPH speed limit at the narrows.

**Construction traffic hours:** Construction traffic shall be limited to the hours between 7:00 a.m. and 8:00 p.m.

**Road Damage:** If your construction damages common property (e.g. road damage due to gas line installation, etc.) you are responsible for having it repaired by licensed professionals.

**Blocking of Roads:** No vehicle, including construction vehicles, may block any road on the peninsula. There is NO PARKING on any peninsula road. Your construction vehicles should park in your driveway or property.

**Preservation of Natural Setting:** To preserve our natural setting, at least 50% of the total land area of each lot shall be maintained undeveloped after provision has been made for house, garage, driveway, septic tank and field.

**Tree Cutting:** Tree cutting in a strip paralleling the shoreline extending 35 feet inland from the ordinary high-water mark is limited. (Please see By-laws Art. XIII, Sec. 3, O for more specifics.)

Contractors and residents are to notify suppliers and trade contractors that "jake brakes" are not to be used while traveling on the Long Lake Peninsula.

## LLPA Building Permit Application

### PROPERTY OWNER

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Proof of Ownership:  On file with the Township  New ownership (Copy of registered deed)

### BUILDER-CONTRACTOR PERFORMING WORK

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Fax: \_\_\_\_\_

Property No. 28-09 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot/Unit No: \_\_\_\_\_ Sec #: \_\_\_\_\_ Z.D: \_\_\_\_\_

### CHECK TYPE OF CONSTRUCTION PROJECT

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Single family dwelling | <input type="checkbox"/> Accessory Bldg    | <input type="checkbox"/> Commercial bldg. |
| <input type="checkbox"/> "SFD" Addition         | <input type="checkbox"/> Multiple dwelling | <input type="checkbox"/> Deck/porch       |
| <input type="checkbox"/> Change of use          | <input type="checkbox"/> Fencing           | <input type="checkbox"/> Other: _____     |

Dimensions of building(s): \_\_\_\_\_

Number of stories: \_\_\_\_\_ Basement:  Full  Walkout  Crawl space

Dimensions and height of decks, porches, are they covered? \_\_\_\_\_  
\_\_\_\_\_

Dimensions of attached/detached garage: \_\_\_\_\_

Fences length & height: \_\_\_\_\_ # of bedrooms: \_\_\_\_\_ # of bathrooms: \_\_\_\_\_

Plot Site plan attached. A plot/site plan is a REQUIRED part of the LLPA application. The drawing should be to SCALE with dimensions of the property, all existing and proposed structures, distances from the front,, side, rear and lake front property lines. Include North arrow, locations and name of road frontage, any easements, well and septic.

Before a LLPA permit can be issued, all G.T. County permits and Long Lake Township permits (where applicable) are required.

Additional relevant information may be included on the back.

Soil Erosion Permit #: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

G.T. Building Permit #: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

Fee amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

\_\_\_\_\_  
Owner signature Date

\_\_\_\_\_  
Builder/Applicant signature Date

\*Submit application and supporting documentation to Devin Hill [devinlhill@yahoo.com](mailto:devinlhill@yahoo.com)

**FOR LLPA USE ONLY**

LLPA issued: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Building and Zoning Chairman, LLPA Date

If permit denied, please include a written statement of reason(s)

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