

Zoning Permit No. _____

APPLICATION for a ZONING PERMIT (Updated 1/1/2026)
In Accordance with Chapter 18 of the Zoning Ordinance
Baroda Township, Berrien County, Michigan

Name of Applicant: _____ Phone: _____

Applicant address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Property Owners Name: _____

Property address: _____

Permanent Parcel Number: _____ Zoning District: _____

If a structure, give dimensions: _____

Setbacks: front _____ rear _____ side _____ side _____

Non-Residential

Name of business (if applicable): _____

Existing use: _____

Explain the proposed use: _____

A SITE PLAN MUST ACCOMPANY THIS APPLICATION, and include the following information:

1. dimensions of lot and acreage;
2. location with distance to lot lines of all existing and proposed structures;
3. setbacks as measured in feet & inches
4. dimensions of all existing and proposed structures;
5. distance between all existing and proposed structures;
6. location of all roads bordering or on the property, all driveways, parking areas and pavement;
7. location of any lakes, rivers, streams or wetlands on or near the property;
8. location of any easements on the property;
9. indication of north on the drawing;

Applicant's Signature _____ date _____

Property Owner's Signature (Required) _____ date _____

Property Owner's Address _____ phone _____

It is the applicant's responsibility to meet the requirements of the Township Zoning Ordinance in all respects and to provide the necessary information to the Township for approval. Copies of the Ordinance may be obtained from the Zoning Department. By signing, permission is granted for Township staff to enter the subject property for purposes of gathering information to review this request. A Zoning Permit MUST be obtained prior to building, occupying, operating or use. Please be prepared to have a photocopy of your driver's license taken.

BARODA TOWNSHIP
ZONING AND BUILDING PERMIT PROCEDURES

Step 1 Apply for a secure and satisfactory perk test and septic system layout from the Berrien County Health Department, 2106 S. M 139, Benton Harbor, MI 49022; Phone (269) 927-5623 or a sanitary sewer system tap in permit from the appropriate sewer district (If applicable).

Apply for and secure a driveway permit from the Berrien County Road Commission 9210 Hills Rd, Baroda, MI 49101 of PO Box 768 Benton Harbor MI 49022; Phone (269) 925-1196 (If Applicable).

Step 2 Complete a zoning permit application and building permit application, and submit them to the township clerk along with the items listed below. (As Applicable)

1. A copy of the septic tank or sewage tap permit.
2. A copy of the driveway permit.
3. A copy of the legal description of the lot or parcel.
4. A sketch map showing the proposed improvement or use on the property.
5. A set of building plans (These will be retained by the township).
6. The zoning permit fee of \$100.00

Step 3 Upon receipt of the zoning permit, stake out the building on the property and contact the Zoning Administrator for an inspection.

Step 4 Upon sign off of the zoning permit application by the Zoning Administrator, submit it to the Building Inspector for review and issuance of the building permit.

Phone Numbers	Zoning Administrator	(269) 999-0213	Ryan Keough
	Building Inspector	(269) 999-0302	Jim Nelson
	Electrical Inspector	(269) 471-5869	Ken Simpson
	Plumbing and Mechanical Insp.	(269) 651-4567	John Dobberteen
	Baroda Township Office	(269) 422-2300	Christina Price(Twp. Clerk)

Zoning Permit #_____

For Office Use Only

Date of application: _____ Fee due with application: _____ Date paid: _____

Property Owners Name: _____ Project Address: _____

Zoning Administrator or designee: Proposed use allowed: yes _____ no _____

Complies with Ordinance Section: _____ SUP required? _____ Obtained? _____

Date: _____ Comments: _____

Inspections:

Date: _____ Comments: _____

Temporary Zoning Compliance Permit needed? _____

If yes, reason: _____

Pended for what date: _____

Zoning Compliance Permit approved: _____ Date: _____

Conditions: _____

Zoning Administrator or designee signature: _____