REQUIREMENTS TO OBTAIN A ZONING COMPLIANCE PERMIT

Section 153.418 Zoning Compliance Permits. It shall be unlawful for any person to commence excavation for or construct any building or structure, make any structural changes, or move an existing building or initiate any change in use of land or buildings without first obtaining a Zoning Compliance Permit. No permit shall be issued for a land use, building use, or construction until an application has been submitted in accordance with the provisions of the Zoning Ordinance showing that the construction proposed is in compliance with the provisions of the ordinance and with the Building Code, and with other applicable codes and ordinances.

A. Complete the attached Zoning Compliance Permit Application – must include the following or the application will be returned.
   • Property location – including property address and parcel PID number.
     a) If the property location is from a new split or division, approval must be obtained from the Assessing Department. Proof of ownership such as a warranty deed or land contract is required.
   • Type of Work – Agricultural Buildings, Fences, Pond, Excavations, Soil Excavation and Extraction Activities, Temporary Structures, Sheds and Decks less than 200 sq. ft., Land and or Building Changes of Use, etc.
   • Use of the Building – Residential, Agricultural, Commercial, Industrial, and Accessory.
   • Contractor Information
   • Description of work to be done in detail, such as building size, type of foundations, and framing details, etc.
   • Sign and date application by person applying for the permit.
   • Plot or Site Drawing showing the following: (see attached for example)
     a) Property lines with dimensions.
     b) Location of all existing and proposed new structures with setback dimensions from property lines, bodies of water and other buildings.
     c) Size dimensions for all new proposed construction work, including sizes of porches, decks, garages, pole barns, sheds, signs, etc.

B. If a property line cannot be easily identified by the property owner or contractor a survey will be required on all proposed construction projects where the proposed improvement is being constructed within five feet of any required front, rear and side yard setback lines as required by the Zoning Ordinance.

Please contact the Building Department if you should have any questions or need any additional information.
ZONING COMPLIANCE PERMIT APPLICATION

LOCATION OF BUILDING/CONSTRUCTION

<table>
<thead>
<tr>
<th>Address:</th>
<th>Parcel ID: 13-</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>State: MI</td>
</tr>
<tr>
<td></td>
<td>Zip:</td>
</tr>
</tbody>
</table>

Estimated Value of Structure(s): $

OWNERS INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
</tr>
</tbody>
</table>

CONTRACTORS INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
</tr>
</tbody>
</table>

State Builders License: # Expiration Date:

Email:

Federal Employer ID Number:

Workers Comp. Insurance Carrier:

MESC Employer Number:

TYPE OF PROJECT

- Agricultural Buildings (Not requiring a Building Permit under Public Act 230 of 1972)
- Accessory structures, decks or other structures 200 Sq. Ft. or less
- Fences
- Land and or Building Change of Use
- Pond Excavation
- Temporary Structures
- Soil Excavation and Extraction Activities

TYPE OF FRAMING (IF APPLICABLE)

- Wood
- Steel
- Purchased Kit
- Masonry
- Plastic/Canvas Cover
- Other - Explain

TYPE OF FOUNDATION (IF APPLICABLE)

- Concrete Slab
- Wood Decking
- Wood Posts
- Pier Footings
- Other - Explain
**PROPOSED OR EXISTING USE OF PARCEL**

- [ ] Residential
- [ ] Commercial
- [ ] Mobile Home Park
- [ ] Agricultural
- [ ] Industrial
- [ ] Other - Explain ___________

**BUILDING DIMENSIONS**

Width ___________  Length ___________  Floor area Sq. Ft. ___________

# of Stories ___________  Height per Story ___________

**ADDITIONAL INFORMATION**

<table>
<thead>
<tr>
<th>Total Sq. Ft. of Building Area - Existing</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sq. Ft. of Accessory Buildings - Existing</td>
<td>New</td>
</tr>
<tr>
<td>Lot Frontage</td>
<td>Lot Width</td>
</tr>
</tbody>
</table>

**SITE PLAN REQUIRED (MUST SHOW THE FOLLOWING)**

- [ ] The dimensions and actual shape of the parcel.
- [ ] Frontage on a public and private road or street.
- [ ] Location, with exterior dimensions (including height) of all existing and proposed buildings and their distance from each other and all lot lines.
- [ ] Signage location, with dimension if being requested.
- [ ] Existing and proposed parking spaces, including type of surface.

**APPLICANT INFORMATION (If not Owner)**

Name: ___________

Address: ___________  Phone: ___________

City: ___________  State: ___________  Zip: ___________

Email: ___________

**Section 153.418 Zoning Compliance Permits.** It shall be unlawful for any person to commence excavation for or construct any building or structure, make any structural changes, or move an existing building or initiate any change in use of land or buildings without first obtaining a zoning compliance permit. No permit shall be issued for a land use, building use, or construction until an application has been submitted in accordance with the provisions of the zoning ordinance showing that the construction proposed is in compliance with the provisions of the ordinance and with the Building Code, and with other applicable codes and ordinances.

I hereby certify that I am the owner of record of the listed property on this application, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his or her authorized agent and I agree to conform to all applicable laws of this jurisdiction. If a permit for work described in this application is issued, I certify that the Code Official shall have the authority to enter the area covered by such permit at any reasonable hour to inspect and enforce the provisions of the Codes applicable to the permit subject to this application.

Signature of Owner or Applicant: ___________  Date ___________
<table>
<thead>
<tr>
<th>Zoning</th>
<th>Allowed</th>
<th>Shown</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Frontage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Lot Coverage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Yard Setback</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rear Yard Setback</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Yard Setback</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Height</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Floor Square Footage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessory Building (detached) setback from other structures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total allowed Sq. Ft. for Accessory Buildings</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Approved Permit Issued
- Permit Denied
- ZBA Required

Comments:

Date: ___________________________
Signature: _______________________
Title: ___________________________
Proposed Accessory Building 1200 Sq. Ft.

Proposed Shed 120 Sq. Ft.

Proposed Deck 200 Sq. Ft.

Existing Dwelling 1-Story

Existing Garage

Center Line of Public Street

30' - 33' Typical

(Right of Way Line/Front Property Line)

Driveway

24'

24'

26'

20'

25'

5'

20'

40'

10'

10'

12'

10' Min.

30'

40'

200'

Rear Property Line

10' Min.

400'

Side Property Line

400'

111'

Mr. Property Owner
11111 Address Rd.
13-24-100-000

Typical Site or Plot Plan Drawing required for Permits