



## FENCE PERMIT PROCEDURES

1. Application provided by City to be completed by applicant and filed with Zoning Administrator.
2. **Applicant must provide a scaled drawing as required on a survey or scaled drawing of the property on graph paper, showing existing buildings, distances from property lines, proposed building dimensions including eaves and elevations of proposed structure(s).**
3. Field staking of property boundaries by applicant for inspection by Zoning Administrator.
4. Zoning Administrator approves permit based on site plan approval and assigns number to Zoning Permit.
5. Applicant pays fee to Treasurer.
6. Copies of Zoning Permit provided to applicant for County Building Inspector, Assessor and any other planning file referring to this case. (Original copy to be placed in zoning permits book).
7. Applicant must take Zoning Permit copy to County Building Inspector if the height of the fence **exceeds six (6') feet** in height. A separate fee by the County will be charged depending on size of proposed new structure.

CITY OF CHARLEVOIX  
FENCE PERMIT

ZONING PERMIT FEE \$25.00                      ZONING PERMIT # \_\_\_\_\_  
RECEIPT # \_\_\_\_\_

\_\_\_\_\_  
(name of applicant)  
\_\_\_\_\_  
(address of applicant)  
\_\_\_\_\_  
(address of construction site)

This application is in compliance with the City of Charlevoix Zoning Ordinance and the applicant is eligible to apply for a Building Permit from your office.

**I. GENERAL INFORMATION**

Name of Property \_\_\_\_\_  
Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Name of Contractor \_\_\_\_\_ Phone# \_\_\_\_\_

**II. PROPERTY DESCRIPTION**

Property Tax Code Number \_\_\_\_\_ Zoning District \_\_\_\_\_

**III. PROPOSED USE**

Type of fence \_\_\_\_\_ Height of fence \_\_\_\_\_

**NOTE: If the height of the fence exceeds six (6'), a building permit will be required.**

**IV. SITE PLAN**

Attach a scaled drawing using a common engineering or architect scale which can be verified in the field by the Zoning Administrator.

Include: \_\_\_\_\_ Lot or Parcel Dimensions

\_\_\_\_\_ Existing Building & Dimensions, Include Eaves

\_\_\_\_\_ Front, Side & Rear Yard Dimensions

\_\_\_\_\_ Dimensions Between Existing and/or Proposed Buildings

\_\_\_\_\_ Name Road, Lakeshore, Easement or Other

\_\_\_\_\_ Dedicated Right-Of-Way

\_\_\_\_\_ Scale, North Arrow, etc.

**V. SIGNATURE CLAUSE**

I hereby agree to comply with the provisions of the Zoning Ordinance of the City of Charlevoix, in the installation, construction, alteration, addition or demolition described herein, and, if not the applicant, I hereby certify that the proposed work is authorized by the property owner, and that I have been empowered by the owner to make this application as his/her selected agent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

City Planner/Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_