



**City of Charlevoix
210 State Street
Charlevoix, Michigan 49720**

CITY OF CHARLEVOIX ZONING 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 and structures 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 remains with City Zoning Administrator (placed in zoning permits book).
7. Applicant must take Zoning Permit copy to County Building Inspector. A separate fee by the County will be charged depending on size of proposed new structure.
8. If required, a Soil Erosion, Sedimentation and Stormwater Control Permit must be submitted to the Zoning Administrator prior to issuance of the Zoning Permit. (Charlevoix Building Department - 231-547-7236)

**CITY OF CHARLEVOIX
ZONING PERMIT**

ZONING PERMIT FEE: \$40.00
RECEIPT # _____

ZONING PERMIT # _____
Tax ID # _____

Name of Applicant _____

Address of Applicant _____

Address of Construction Site _____

THIS SECTION FOR OFFICE USE ONLY

Zoning District _____ Lot Size _____ Sq. Ft.

Measured from eaves & shown on plans _____

Sq. Ft. of all Structures - _____
Existing + Proposed = Total

Lot Coverage _____% (30%) Rear Lot Coverage _____ (30%)

Date Staked _____ Date Inspected _____

I. GENERAL INFORMATION

Name of Contractor _____

Name of Property Owner _____

Address _____

City _____ State _____ Zip _____

Phone Numbers _____

II. PROPERTY DESCRIPTION

Property Tax Code Number _____

Nearest Intersection (Name Roads) _____

III. PROPOSED USE

What type of construction is proposed:

_____ One Family Home _____ Two Family Home

_____ Multi-Family Home _____ Mobile Home

_____ Garage _____ Addition

_____ Other (Describe) _____

Exterior dimensions of proposed structure (**include eaves**)

Height of proposed structure

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. Use care, as this drawing will be used to determine if a permit can be issued in accordance with the City Zoning Ordinance.

- Include: _____ Lot or Parcel Dimensions
- _____ Existing Building & Dimensions, include Eaves
- _____ Proposed 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

Zoning Administrator

Date

Reviewed by

Date

