



Zoning Permit Application

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • 231 348-0350



PERMIT # _____

Job Site Location

Address:

Applicant Information

Name:

Address:

City:

State:

ZIP Code:

Phone:

Email:

Owner Information (if different than applicant)

Name:

Address:

City:

State:

Zip:

Phone:

Email:

Proposed Work

- New Building
 Change in Use
 Fence
 Deck
 Relocated Building
 Addition
 Reconstruction
 Demolition*
 Other: _____

Overall Length: _____ ft. Number of Stories: _____ Overall Width: _____ ft. Average Height: _____ ft.

Building Use

Residential Uses

- Single Family
 Two Family
 Multi-Family - # Units _____
 Garage, Accessory Building

Non-Residential or Commercial Use

- Assembly, Restaurant, etc.
 Hotel, Motel, etc. - # Rooms _____
 Parking or Service Garage
 Business, Office, etc.
 Institutional, Hospital, Jail, etc.
 Storage, Warehouse, etc.
 Church, Religious, etc.
 Mercantile, Store, Retail, etc.
 Factory, Industrial, etc.
 Educational, School, etc.
 Utility: _____
 Other: _____

Describe use(s): _____

Zoning Permit Required Information

The applicant must provide the following information on a scaled illustration that is included with this application for the request to be processed. Each item included shall be either checked or NA if not applicable. Demolitions do not require the checklist to be completed.

Incomplete applications will result in review delays.

- _____ A scaled illustration that includes all property line dimensions for the lot on which you are building – The property line is where the public right-of-way or neighbor’s property begins (not the curb); a property survey is recommended.
- _____ Location and size of all buildings on property – The footprint of all *existing* and *proposed* buildings, decks or porches with the distance from the front, side and rear property lines indicated.
- _____ Building elevation with height indicated
- _____ All drives, parking areas including dimensions
- _____ Adjacent streets and alleys must be labeled and access points shown
- _____ Indicate any exterior walls to be removed/replaced (for remodels or expansions)
- _____ Any trees to be removed
- _____ Arrow indicating north
- _____ Rivers, lakes or streams within 500 feet
- _____ Scale of drawing

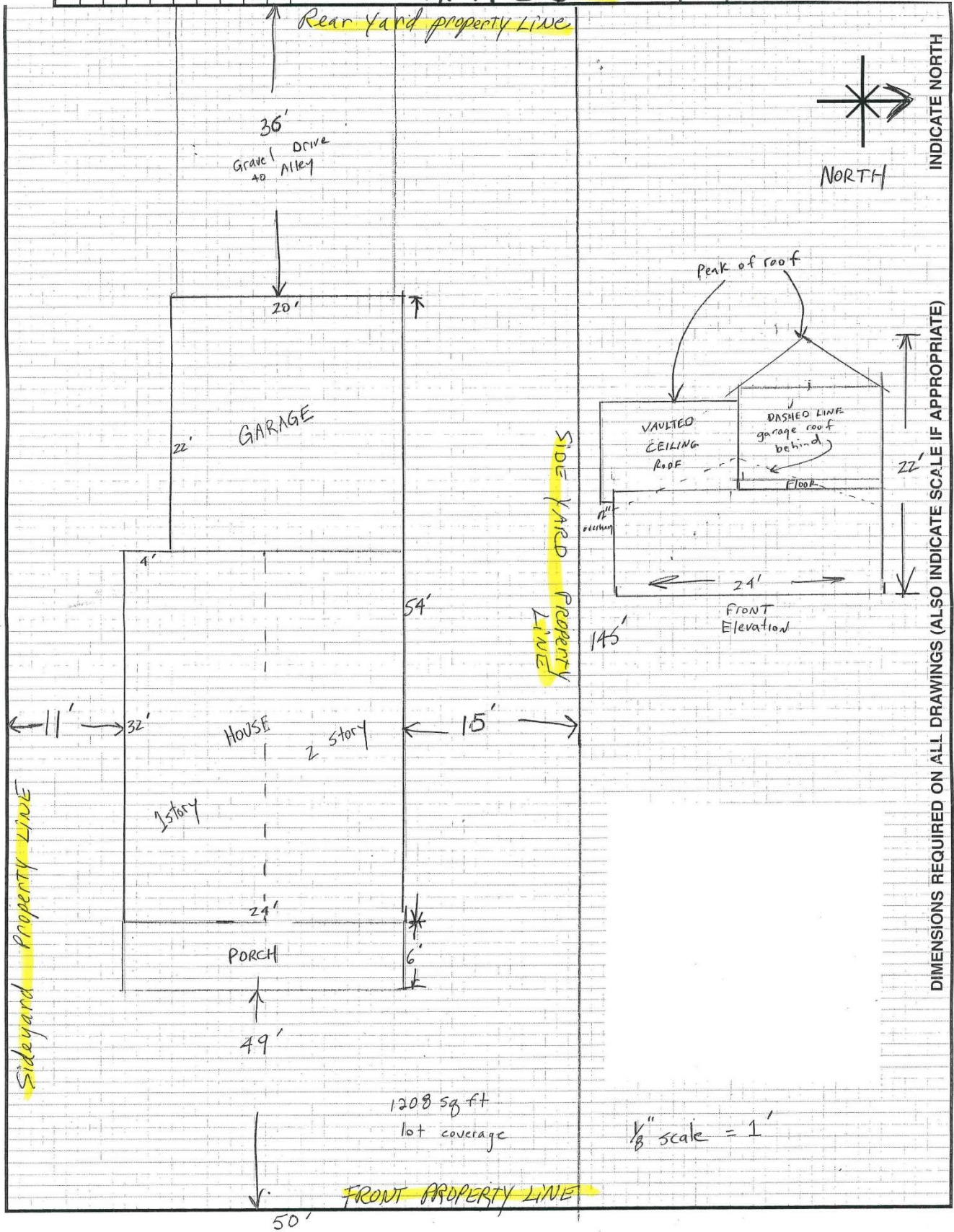
***Demolitions** will require the property owner to request disconnection of City utilities with the Utility Billing Department. Once the work orders are processed, the Zoning Permit will be sent to Emmet County.

I, the undersigned, understand that all required information must be provided for the application to be reviewed by City of Petoskey staff and I verify all graphic and written information is accurate, to the best of my knowledge. I further authorize City of Petoskey staff members to enter upon the property for which I am making an application for zoning approval. I understand that this permit is only valid for 12 months from date of approval.

I further understand that any work in the public right-of-way requires a right-of-way use permit and that any damage to the public right-of-way shall be restored to the satisfaction of the City by the applicant. Utility connections are subject to established fees.

Applicant Signature: _____ Date: _____

SAMPLE



**OWNER AUTHORIZATION
CITY OF PETOSKEY ZONING PERMIT APPLICATION**

Date: _____

City of Petoskey
Office of City Planner
101 East Lake Street
Petoskey, MI 49770

I hereby authorize (applicant's name) _____ to apply for and sign
(as agent) the necessary Zoning Permit applications for (project) _____.
Any questions should be directed to (business/owner name) _____.

This zoning permit is only valid for 12 months from date of approval.

Sincerely,

Property Owner Signature

Print Property Owners Name