



# 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    
  Driveway    
  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. 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

**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 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.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IF THE APPLICANT IS NOT THE PROPERTY OWNER, THE OWNER MUST PROVIDE WRITTEN AUTHORIZATION FOR THE WORK TO OCCUR (SEE PAGE 3)**

**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) \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Print Property Owners Name