



City of Harbor Springs

160 Zoll Street | P.O. Box 678
Harbor Springs, Michigan 49740-0678
www.cityofharborsprings.com
(231) 526-2104

Application for Zoning Permit

Applicant

Name: _____
Address: _____
Phone: _____
Email: _____

Contractor

Name: _____
Address: _____
Phone: _____
Email: _____

Property Owner

Name: _____
Address: _____
Phone: _____
Email: _____

Job Address: _____

Property Tax I.D. #: 24-51- _____

Describe request: This is an application to construct _____
Ground Floor area of Proposed Building _____ Sq.Ft. Proposed Building Height _____
Building Width _____ Building Depth _____ Estimated Project Cost _____
Estimated Completion Date _____
Will there be any grading or topographic modifications to the parcel? _____ If yes must be shown on site plan
(note: Planning Commission approval may be required)

Proposed Topographic Changes: Excavation Width _____ Length _____ Depth _____
Will excavated material be: _____ Spread on site _____ Hauled off site
Cubic yards of fill proposed _____ must be shown on site plan
Type of materials to be used _____

Vegetation and Screening:

Any proposed vegetation changes shall be shown on the site plan
Any non-vegetation screening along property lines shall be approved via the Fence application form.

As owner and/or applicant representing the owner, I authorize the City of Harbor Springs staff to enter upon the subject property for purposes of making inspections related to the project in this application.

I certify that the above information is accurate and understand the City of Harbor Springs will stop this project if the information contain herein is found to be inaccurate.

Applicant Signature

Date



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Zoning Administrator Section

Zoning District _____ Fee _____ Approved _____ Denied _____

Conditions _____

Survey requirement waived _____ Reason _____

Approved By _____ Date _____

Inspections

1. Footings Approved ____ Denied ____ Reason _____ Date _____

2. Frame Approved ____ Denied ____ Reason _____ Date _____

3. Final Approved ____ Denied ____ Reason _____ Date _____

Application must include:

- A Scale Site Plan or Survey are Required to Show:
 - Property dimension; site topography; front, rear, and side yard setbacks; streets, roads, and all existing buildings on the lot
 - If any portion of a proposed structure is within 3 feet of a setback, the Site Plan must be of Survey quality
- A Scale Drawing of the Building Elevations is Required to Show:
 - All building dimensions; front, side, and rear walls; building height; and site topography (existing and proposed)
- A Scale Drawing of the Building Floor Plan is Required

Applicants please note, you must call for inspections at the following times:

- After pouring footings and/or after the first course of block is set
- After framing is complete
- Before an occupancy permit is granted

Applicants please note, portions of a site plan may require more than administrative approval prior to an approved Zoning Permit.

- Special Land Use will require Planning Commission approval
- Dimensional and Use variances require Zoning Board of Appeals approval
- Vegetation changes within the road right of way require City Manager or Tree Board approval

Fee Schedule

Non-Residential	\$0.20 per square floor (useable space*) \$2,500 maximum
Single Family or Duplex	\$0.20 per square floor (useable space*) \$150.00 Minimum - \$500.00 Maximum
Renovations, Additions (Including covered porches and accessory buildings over 150 SF)	\$0.20 per square floor (useable space*) \$75.00 Minimum - \$250.00 Maximum
Fences, Uncovered Decks (Including accessory buildings under 150SF)	No Fee