

City of Scottville
105 N Main St
Scottville, MI 49454

Permit # _____ Fee _____
Method of Payment _____
Receipt# _____

Authority: 1972 PA 230
Completion: Mandatory to obtain permit
Penalty: Permit cannot be issued

Payment & Signature of Zoning Official Do Not Indicate That A Permit Has Been Issued

ZONING PERMIT APPLICATION

A drawing (site plan shown from a "bird's eye" view) indicating property lines, location of all buildings presently on the property and location of the proposed new structure(s), must be submitted with this application. The site plan should also include measurements from your new project to property lines and distances between all buildings. An inspection will not be scheduled until the permit fee has been paid, a site plan has been submitted, proof of ownership of property has been provided, and the project has been marked in some way (in ground with stakes or on ground with painted markings). Please call our office at (231) 757-4729 to request your inspection, once all criteria is met. "Change of Use" applicants are exempt from providing a site plan as indicated and instead, will provide a statement of the proposed new use of the existing structure. **All Checks should be made payable to the City of Scottville.**

I. Location for Which Permit Is Requested

Address	Name of Owner
City of Scottville	Mason County
Telephone Number for Contacting Owner:	

II. Applicant (Contractor/Property Owner Information)

Applicant/Contractor			
Address	City, State	Zip	
Telephone	Work/Cell Phone	Fax	Email

III. Type of Job (PLEASE CIRCLE AS MANY AS ARE APPLICABLE)

New Addition	Single Family or Two-Family Home (Circle One)	Outbuilding (Barn/Shed/Carport)
Alteration/Remodel (Circle One)	Mobile Home or Prefab (Circle One)	Garage (Attached/Detached)
Change of Use (Current Use) _____	Fence - Indicate Type Here _____	Pool (Above/Below Ground)
Change of Use (New Use) _____		Deck/Porch (Attached/Detached)
Zoning Regulation Request (Variance/Special Use/Zoning) _____		

IV. Project Dimensions

Proposed Use of Commercial Building

<u>Project Width</u>	<u>Project Length</u>	<u>Project Height (from grade to highest point)</u>	<u># of Floors</u>	<u>Total Square Feet</u>
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V. Zoning Questions (PLEASE CIRCLE YES OR NO)

Does this property have frontage on two roads?	YES/NO
Does this property have lake frontage?	YES/NO
Is there a dwelling presently on this property?	YES/NO
Is there an accessory building presently on this property?	YES/NO
Is the construction located within 500 ft of a lake, stream, or natural body of water?	YES/NO
Will the construction require the moving of one surface acre or more of land?	YES/NO
If construction is for an accessory building, will it contain animals?	YES/NO

Responsibility of the Applicant: It is your responsibility to be aware of any deed restrictions, subdivision regulations, flood plan regulations, and wetland regulations. I have read, acknowledge, and will comply with all the above and with land use regulations, as determined by the zoning administrator, or will go the Planning Commission for a variance/special use permit, if required. All documents in my possession that relate to this application will be supplied by me and with this application.

APPLICANT SIGNATURE	DATE
Zoning Official's Signature	Date

RETURNED CHECKS ARE SUBJECT TO FEES; AN ADMINISTRATIVE FEE OF \$40.00 WILL BE CHARGED/RETAINED FOR EACH TIME A CHECK IS RETURNED. APPLICATIONS WHOSE CHECKS ARE RETURNED RISK HAVING THEIR ZONING PERMIT APPLICATIONS SUSPENDED OR TERMINATED.

IF YOUR APPLICATION REQUESTS A CHANGE OF USE OR RE-ZONING, YOU MUST ATTACHED AN ADDITIONAL SHEET EXPLAINING THE PRESENT AND FUTURE INTENDED USE OF THE PROPERTY OR YOU MUST EXPLAIN WHY RE-ZONING SHOULD BE CONSIDERED.

DO NOT FORGET TO ATTACH ALL REQUIRED SKETCHES AND DRAWINGS.

Property address: _____

Current use of property: _____

Intended use of property: _____

Description of actual work to be performed: _____

Note: All zonings require a drawing (site plan shown from a "bird's eye" view) indicating property lines, location of all buildings presently on the property and location of the proposed new structure(s), must be submitted with this application. The site plan should also include measurements from your new project to property lines and distances between all buildings. An inspection will not be scheduled until the permit fee has been paid, a site plan has been submitted, proof of ownership of property has been provided, and the project has been marked in some way (in ground with stakes or on ground with painted markings). Please call our office @ 269-729-9244 to request your inspection once all criteria are met. "Change of Use" applicants are exempt from providing a site plan as indicated and instead, will provide a statement of the proposed new use of the existing structure.

By signing this form you acknowledge that all and any proposed uses have been listed on this form.

Signature of Applicant

Date