

**ZONING PERMIT APPLICATION PROCEDURES  
VILLAGE OF MACKINAW CITY  
102 S. Huron Avenue, Mackinaw City, MI 49701**

Please find attached an application for Zoning Permit. This permit is necessary prior to the beginning of any construction project within the Village limits including: parking lots, decks, accessory buildings, etc. Commercial and industrial construction shall not be issued a Zoning Permit before the applicant has received an approved Site Plan by the Planning Commission and the Village Council. Residential applicants shall provide a hand drawn Site Plan identifying the project to take place and its setbacks from all property lines. Site Plans shall also identify building height, square footage of buildings and all existing structures on the property.

**REVIEW TIME:**

An application shall be submitted to the Zoning Administrator for review. The Zoning Administrator shall reply as to the status of your application within 48 hours. Applicants should schedule their application schedule around this time sequence.

**INSPECTION SCHEDULE:**

This permit is for zoning enforcement only. Applicant should contact the appropriate County office for information concerning building permits. Call the Cheboygan County Construction Code Department at (231) 627-8813 or the Emmet County Construction Code Department at (231) 348-1735.

After issuance of Zoning Permit and Building Permit, all arrangements concerning applicable Building Code inspections shall be made directly with County.

The Village will complete several scheduled Zoning Permit Inspections. The first inspection will take place prior to the pouring of any foundations, footings, curbs or placement of any road or drive sub-base or drainage structures. This inspection will insure all setbacks adhere to the applicant's Site Plan. The second inspection shall be performed during the rough-in portion of the project. This inspection will follow the progress of the project as based on the Site Plan. It is not necessary to schedule this inspection since it will be conducted at the discretion of the Village and may include several visits. For all site plans that have parking areas, there will be a drainage inspection. This inspection is to be performed prior to paving but after all of the drains have been installed. The final inspection will be conducted at the conclusion of the project. The developer shall not receive an occupancy permit from Cheboygan County until this Final Zoning Inspection has taken place. Contractors shall make appointments for Zoning Inspections a minimum of 24 hours in advance. NO exceptions will be made from this schedule.

**ZONING PERMIT FEES:**

Commercial: \$200 + \$10 per 100 sq. ft. of structure (maximum fee of \$4,000)

Residential: \$50 +\$5 per 100 sq. ft. of structure (maximum of \$250.00)

Questions concerning Zoning Permit Application and Scheduling for Zoning Permit Inspections shall be directed to the Zoning Administrator at (231) 436-5351.

**NEW WATER OR SEWER TAPS:**

All new construction requiring new connections to the Village's water and/or sewer system must have approval of the Village prior to the start of any such work. A two (2) week prior notice of such a request must be submitted to the Village Manager for review and approval. Any attempt to connect to a Village water or sewer system without prior approval of the Village is illegal and may result in arrest and imprisonment of the contractor, any workers participating in the construction and/or the property owner authorizing such work. There may be substantial fines levied to the offending property owner and/or contractors.

**ZONING PERMIT APPLICATION  
VILLAGE OF MACKINAW CITY**

Applicant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Owner : _____ Address: _____ _____ Phone: _____ Cell Phone: _____	Contractor: _____ Address: _____ _____ Phone: _____ Fax: _____
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*All questions must be answered completely. If additional space is needed, number and attach additional sheets. Applicants are encouraged to contact the Zoning Administrator to discuss the proposed project and seek assistance in completing this form.*

NOTE: If professionally prepared site plans are not being submitted as part of this application, complete a ZONING AND SITE PLAN grid form available from Village Hall. All site plans must include at a minimum: property lines and their dimensions, building location and size, drives and parking areas, watercourses, road Right Of Way, and greenspace areas (if commercial) and utility access or utility easements.

Address of Property: \_\_\_\_\_

Property ID #: \_\_\_\_\_ Property Zoning District \_\_\_\_\_

Legal Description/Dimensions of Property: \_\_\_\_\_

Brief description of proposed improvement: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

*(residential, commercial, industrial, parking, etc.)*

Existing Use: \_\_\_\_\_ Total Cost of Project: \$ \_\_\_\_\_

Setbacks:	Front yard	Side yard
	Rear yard	Side yard

Building(s) Size:	Height	Length	Width	# of Stories	Total Sq. Ft.
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Applicant/Project Name: \_\_\_\_\_

Describe any special conditions or considerations associated with this proposed activity:

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ANYONE MAKING CHANGES TO AN APPROVED SITE PLAN DURING CONSTRUCTION WITHOUT PRIOR WRITTEN APPROVAL FROM THE VILLAGE WILL BE FINED AND/OR PENALIZED. THOSE COMMERCIAL PROPERTIES HAVING CONSTRUCTED A PORTION OR PORTIONS WITHOUT PRIOR APPROVAL FROM THE VILLAGE WILL NOT BE PERMITTED TO OPEN TO THE PUBLIC OR SERVE THE PUBLIC IN ANY WAY UNTIL SUCH APPROVAL HAS BEEN GRANTED BY THE APPROPRIATE VILLAGE STAFF.

The UNDERSIGNED affirms that he/she/they is (are) the owner of subject property or are properly authorized to represent the interest of all property owners involved in this application and that the answers and statements herein contained and all maps, plans, and other information herewith submitted and attached are in all respects true to the best of his/her/their knowledge and belief.

SIGNATURE OF APPLICANT(S):

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Print Name of Applicant: \_\_\_\_\_

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Print Name of Applicant: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR OFFICE USE ONLY

Permit Number: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Permit Fee: \_\_\_\_\_ Receipt Number: \_\_\_\_\_  
Check No: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Zoning Board of Appeals action, if any: \_\_\_\_\_

Action Taken:

- \_\_\_\_\_ Permit Issued
- \_\_\_\_\_ Permit Issued upon Zoning Board of Appeals Approval
- \_\_\_\_\_ Permit Denied – reason(s) listed below

The applicant agrees that the permit applied for, if granted, is issued on the representations made herein as well as approved site plans and the that any permit may be revoked without notice on any breach of representations or conditions. The applicant agrees to notify the appropriate zoning administrative personnel of the Village of Mackinaw City when construction reaches the stages for inspection indicated below, if any.

- \_\_\_\_\_ Footing Inspection (call 24 hours prior to pouring)
- \_\_\_\_\_ Drainage Inspection (call 24 hours prior to paving, drains must be in)

Various inspections will be performed at our discretion during construction.

- \_\_\_\_\_ Final Inspection (call 48 hours prior to desired occupancy date)

Note: This is not a sign permit. Applicant is hereby notified that a separate permit must be obtained from the Village prior to the construction and/or placement of any signs in accordance with the sign ordinance.

Notes and Special Conditions of Permit: \_\_\_\_\_

Date: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_

Title of Official: \_\_\_\_\_