

## ***WHAT IS A ZONING PERMIT?***

A zoning permit is an official finding by the Zoning Administrator that a planned use of a property or a proposed structure, as indicated in the application, complies with the requirements of the Zoning Ordinance. A building permit shall not be issued until a zoning permit application has been submitted to and approved by the Zoning Administrator.

## ***WHEN IS A ZONING PERMIT A REQUIREMENT?***

A zoning permit is required in any of the following cases: (Article 6: Section 2)

- Construction of a building or moving a building onto a lot.
- Additions to an existing building, including porches and deck.
- Changes in the use of a building or parcel of land. For the purpose of this provision, a change in use would be when the use changes from one of the uses as listed in the Land Uses Defined (see Section 8) to another use listed in this section.
- Changes to a nonconforming use or a structure housing a nonconforming use including interior remodeling.
- Construction of a parking lot.
- Issuance of a conditional use permit.
- Construction of an accessory structure 100 square feet in size or greater.

Application for a zoning permit must be made before construction or change of use begins. When a building permit is also required for the project, application for a zoning permit can be made at the same time.

## ***WHO APPROVES A ZONING PERMIT?***

A zoning permit is reviewed and approved by the Zoning Administrator. An appeal of any decision by the Zoning Administrator in approving or denying a zoning permit is made to the Planning Commission, the Zoning Board of Appeals and the Village Council. (see Section 11 of the Village of Mayville Zoning Ordinances)

## ***ZONING PERMIT CHECKLIST***

What is required for a zoning permit application?

- A completed and signed copy of the zoning permit application
- A completed plot plan
- Application fee

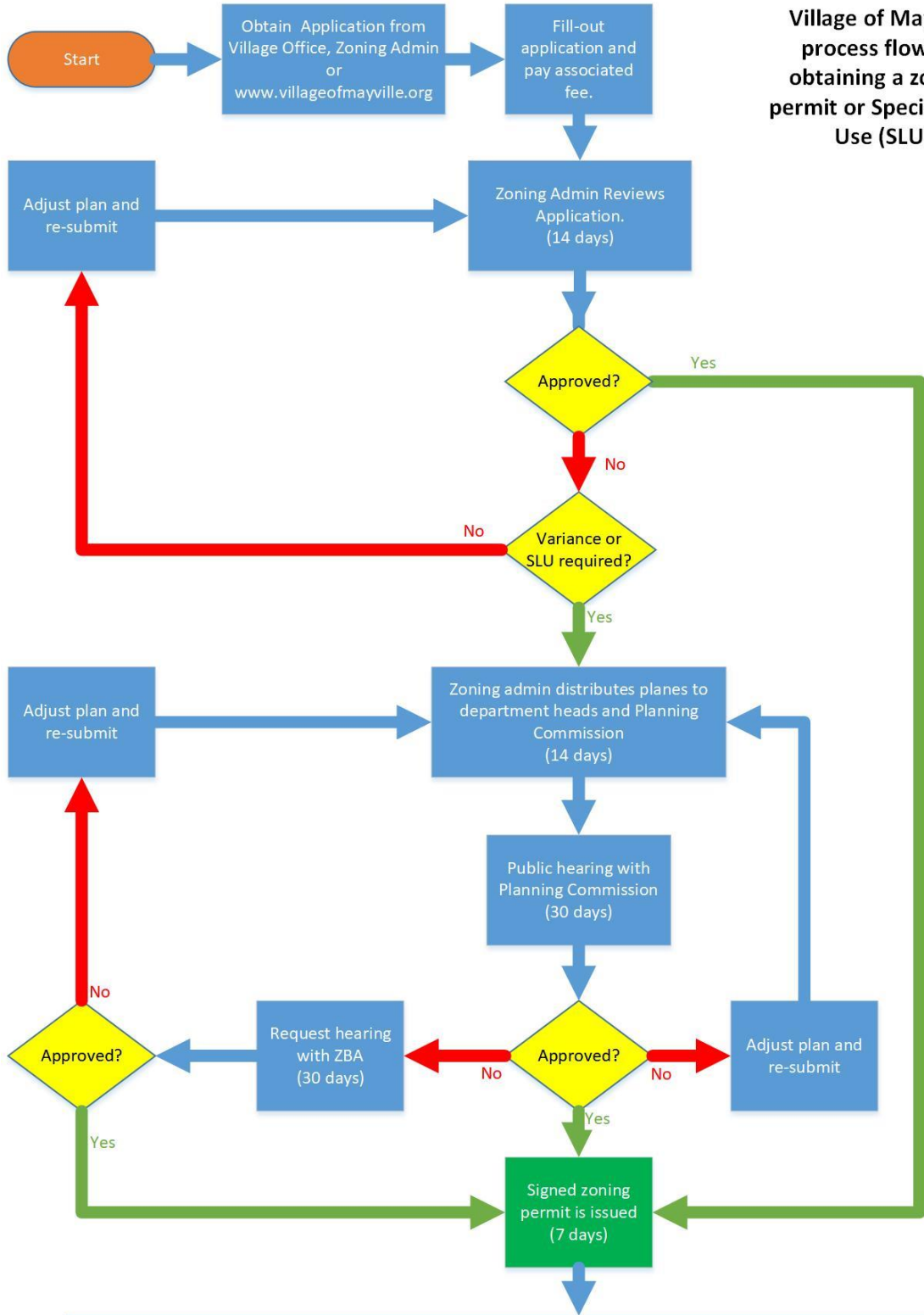
What is required on a plot plan?

- Dimensions of the parcel of land.
- Frontages on public or private land.
- Location and size (exterior "footprint" and height) of all existing and proposed buildings and parking areas and their distance from each other and the lot lines.
- Proposed parking space.
- Name and address of applicant.

The plot plan shall consist of a drawing on a sheet of paper no smaller than 8½ inches by 11 inches, prepared by the applicant.

**\*\*When applicable all Zoning Permits are subject to approval by the Tuscola County Building Codes Authority, located at 1309 Cleaver Road, Caro, Michigan.**

**Village of Mayville  
process flow for  
obtaining a zoning  
permit or Special Land  
Use (SLU)**



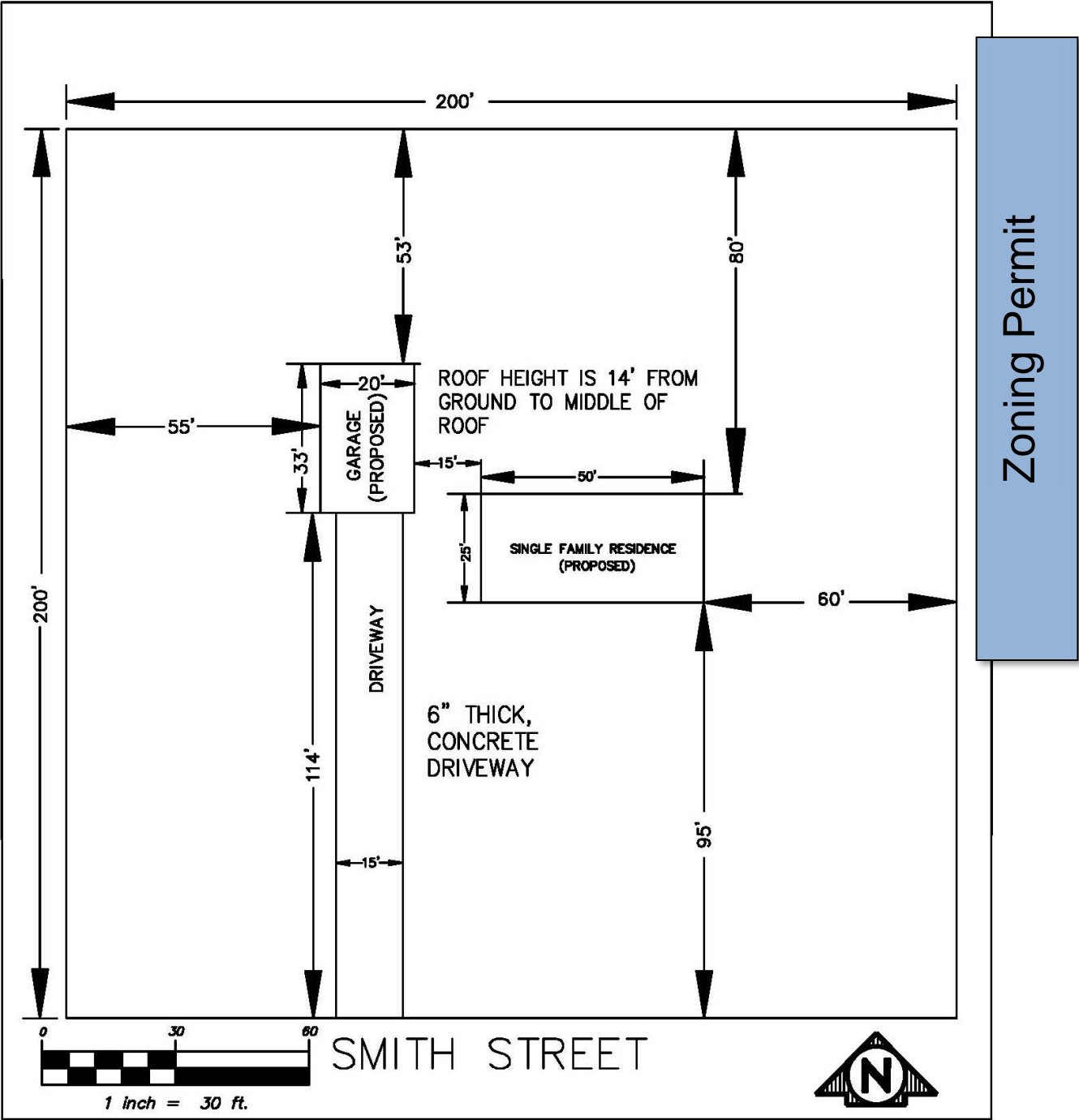
\*\*\* When applicable all Zoning Permits are subject to approval by the Tuscola County Building Codes Authority, located at 1309 Cleaver Road, Caro, Michigan

\*\*\* Timelines maybe adjusted according to need

Adopted 04/07/2021

Adopted April 7, 2021

Sample Plot Plan



Adopted April 7, 2021

## ZONING PERMIT REVIEW CHECKLIST

DISTRICT REQUIREMENTS	
What is the use?	What is the zoning district?
Is it permitted in the district it is located in <input type="checkbox"/> By right <input type="checkbox"/> By Conditional Use Permit ( <b>SLUP</b> )	

DIMENSIONAL REQUIREMENTS		
District Requirement	Ordinance Standard	Proposed Site Plan
Minimum Lot Area (sq. ft.)		
Minimum Lot Width (ft.)		
Maximum Building Height (ft. and stories)		
Minimum Setbacks - Front		
- Sides (one)		
- Sides (other)		
- Rear		
Maximum Building Height		
Maximum Lot Coverage		

Off-Street Parking and Loading Requirements Section 5 Minimum Parking Standards		
	Required	Provided
Parking Spaces		
Loading Spaces		

PLOT PLAN REQUIREMENTS Section 14 Attachment A		
Dimensions of the parcel of land.		
Frontages on public or private streets or roads.		
Location and size (exterior "footprint" and height) of all existing and proposed buildings and parking areas and their distance from each other and the lot lines.		
Proposed parking space.		
Name and address of applicant.		



Date: \_\_\_\_\_  
Application Number: \_\_\_\_\_  
Review Fee: \$ \_\_\_\_\_

## VILLAGE OF MAYVILLE ZONING PERMIT APPLICATION

### **Applicant Information**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Day Ph: \_\_\_\_\_

### **Property Owner (if different from applicant; if more than 1 list on separate sheet)**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Day Ph: \_\_\_\_\_

### **Property for which Zoning Permit is requested**

Street Address: \_\_\_\_\_  
Nearest Crossroads: \_\_\_\_\_  
Tax Parcel ID#: \_\_\_\_\_ Zoning District: \_\_\_\_\_

### **Proposed**

- |  |  |
|--|--|
| <input type="checkbox"/> Single Family or Duplex Residence (new or addition) | <input type="checkbox"/> Construction of Parking Lot |
| <input type="checkbox"/> Accessory Structure over 100 Sq. Ft.                | <input type="checkbox"/> Porch or Deck               |
| <input type="checkbox"/> Alterations or repairs to non-conforming structures | <input type="checkbox"/> Move existing building      |
| <input type="checkbox"/> Change of Use of Building or Parcel or Land         | <input type="checkbox"/> _____                       |

Attach a scaled plot plan: Drawings may be 8 1/2" x 11" paper. Show the following:

1. Dimensions of the parcel of land.
2. Frontages on a public or private street or road.
3. Location and size (exterior "footprint" and height) of all existing and proposed buildings and parking areas and their distance from each other and the lot lines.
4. Proposed parking space.
5. Name and address of applicant.

**I hereby affirm that the above information is correct to the best of my knowledge.**

_____ Signature of Applicant	_____ Print/type name	_____ Date
_____ Signature of Property Owner (if different from applicant)	_____ Print/type name	_____ Date

**(See reverse)**

### **FOR OFFICE USE ONLY**

Zoning Administrator's Determination (provide date of decision): Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Date Date

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE ZONING ADMINISTRATOR WILL NOT ACT ON AN APPLICATION UNLESS **ALL** INFORMATION IS SUBMITTED AND FEE IS PAID.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. Completed application form
2. Plot Plan of the property with the information listed in the attached plot plan check list
3. Fee – Not Refundable

**\*\*When applicable all Zoning Permits are subject to approval by the Tuscola County Building Codes Authority, located at 1309 Cleaver Road, Caro, Michigan.**