Date: _____
Permit # _____
Fee: $ _____

Village of Reese Zoning Permit Application

Applicant Information

Name: _____

Address: _____ Ph: _____

City: _____ State: _____ Zip: _____

Property Owner (if different from applicant)

Name: _____

Address: _____ Ph: _____

City: _____ State: _____ Zip: _____

Property for which Zoning Permit is requested

Street Address: _____

Nearest Crossroads: _____

Parcel #: _____ Zoning District: _____

Proposed Construction (check all that apply)

☐	New House	☐	Garage	***Dimensions***	***Setback Distances***
☐	House Addition	☐	Garage Addition	Width _____	Front _____
☐	Alteration	☐	Fence	Length _____	Side _____
☐	Repair/Replacement	☐	Swimming Pool	Height _____	Side _____
☐	Storage Bldg.	☐	Demolition	# of Floors _____	Rear _____
☐	Deck	☐	Other _____		

Attach a scaled plot plan: Drawings may be on 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 phone number of applicant

I certify and affirm that I am the property or building owner or the owner's authorized agent and that I agree to conform to applicable zoning laws of the Village of Reese. I also certify and affirm that this application is accurate and complete to the best of my knowledge. I hereby give permission for Village representatives to visit this location.

_____ _____ _____

Applicant's Signature | Print Name | Date

This permit must be presented to the South Central Michigan Construction Code to obtain building, electrical, plumbing and heating permits as required by state law in accordance with Public Act 230, 1972. Please Call 989-672-3750.

OFFICE USE ONLY

Zoning Administrator's Determination *(provide date of decision)* Approved _____ Date Denied _____ Date

Remarks: _____

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: (Section: 36-23(c)

- ☐ 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 Table of Uses (see Chapter IX of this manual) to another use listed in the table.
- ☐ 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 Zoning Board of Appeals. (see Chapter VIII of this manual)

ZONING PERMIT CHECKLIST

What is required for a zoning permit application?

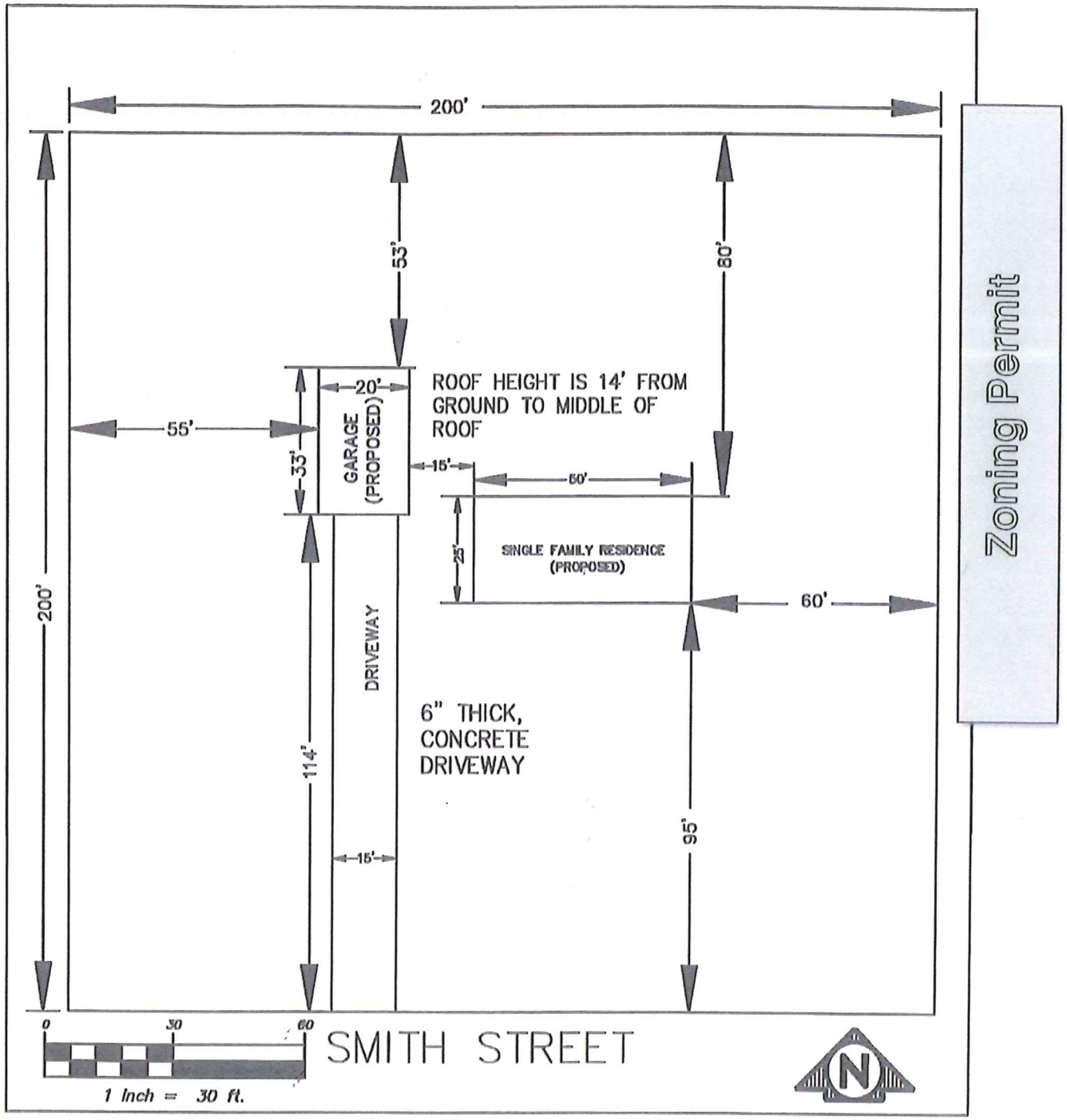
- ☐ A completed and signed copy of the zoning permit application
- ☐ A completed plot plan
- ☐ Application fee

What is required on a plot plan? (Section: 36-23(d)

- ☐ 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.

Sample Plot Plan



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 ☐ By right ☐ By Conditional Use Permit (SUP)	

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 Article VI. Section 36-273 Minimum Parking Standards		
	Required	**Provided**
Parking Spaces *(Article III Table of Use Requirements)*		
Loading Spaces *(36-273.b)*		

PLOT PLAN REQUIREMENTS *Section 36-23.d*		
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.		

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

IE 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