



Zoning Permit Application

Application Fee \$50

Payable Online Option at: tinyurl.com/PayItOnline

The Village of Friendliness - Since 1870

A Zoning Permit is required for all changes to uses, structures, and other site improvements. This includes all residential, commercial and industrial structures, and accessory buildings that require a Building Permit, as well as fences, temporary storage, and agricultural activities which are exempt from the Building Permit process. A survey and site plan are necessary to complete this application.

Submit complete applications to the City of Douglas prior to any site work or requesting permits with Michigan Township Services.

Property Owner Information

Name: _____

Phone Number: _____ Email Address: _____

Address / PO Box _____ City: _____ State: _____ Zip: _____

Applicant Information (if different than owner)

Name: _____ Company: _____

Phone Number: _____ Email Address: _____

Address / PO Box _____ City: _____ State: _____ Zip: _____

Property Information:

Address or Location: _____

Parcel Number: _____ Property Size: _____

Zoning District – Current: _____ Proposed Zoning District (if applicable): _____

Existing Use of Building/Property: _____ Special Use (if applicable): _____

Type of Project (Residential or Commercial): _____

Proposed Work - New Construction, Remodel, Accessory Structure, Addition, Boardwalk/Dock, Deck/Porch, Temporary Use/Structure, etc. (attach additional pages as necessary):

Zoning Review Application Requirements

Y N N/A

- Survey** with dimensions, boundaries, rights-of-way, and easements.
- Site Plan** (scaled) with tables of figures (dimensions, distance/area calculations) showing:
 - Location, boundaries, shape of lot, and adjacencies
 - Current site improvements (open space, parking, drives, structures, paths, decks, fences, pool, etc.)
 - Proposed site improvements and their proximity to existing improvements/features/boundaries
 - Current and proposed site and building placement standards compliance (Section 3.12)
- Description** of proposed use (Section 3.11) and/or improvement (one-family dwelling, fence, etc.)
- Landscape Plan(s)** (Section 21.01,2) detailing all existing conditions and proposed changes to natural features (woodlots, flood plains, watersheds, wetlands, surface water, drains, critical dunes, etc.)
- Storm Water Plan(s)** (Section 16.20,1)/**Grading** (Section 16.20,5) with contour lines, direction of flow, and table of figures.

Yes, I have read the City of the Village of Douglas Zoning Ordinance Section 23.03 Permit Procedures and Regulations

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Signature of Applicant or Owner (if different than applicant) Date

I hereby grant permission for City Administration, members of the Douglas Planning Commission, Board of Appeals and/or City Council to enter the above described property (or as described in the attached) for the purpose of gathering information related to this application/request/proposal.

Signature of Owner Date

FOR INTERNAL USE ONLY

CITY OF DOUGLAS ZONING REVIEW
 Approved Conditional Approval Denied

Rationale/Remarks: _____

Signature of Planning & Zoning Administrator Date

P002162023PZ