



# Zoning Permit Application

Application Fee \$50

Payable Online Option at: [tinyurl.com/PayItOnline](http://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.

**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: \_\_\_\_\_

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## Applicant Information (if different than owner)

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address / PO Box \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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## Subject Property Information:

Address of Proposed Activity: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Property Size: \_\_\_\_\_ Acres/SF

Zoning District: \_\_\_\_\_ Existing Use of Building/Property (Residential/Commercial): \_\_\_\_\_

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Proposed Use (Residential or Commercial): \_\_\_\_\_

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

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**Additional Application Information Required:**

Requirements for Zoning Permit Issuance						
Application Information	Single-Family Homes	Condo Buildings	Non-Residential Structures	Residential Additions	Accessory Structures **	May Be Required (all uses)
<b>Site Plan*</b> - A scaled map that shows the following						
• Proposed construction location with dimensions						
• Existing structures						
• Distance (in feet) from the proposed structures to all property lines and existing structures						
• Driveway details (for new driveways) – grade, width, surface, turn-around dimensions (if applicable)						
• Easements						
• Septic tank and drain field (if applicable)						
<b>Survey</b>						
<b>Water and Sewer Connection Fees Paid</b>						
<b>Right-of-Way Permit (for driveways intersection with a public street and water/sewer connections)</b>						
<b>EGLE Permit (for wetland impacts)</b>						
<b>Landscaping Plan</b>						
<b>Allegan County Health Department (for septic permits)</b>						
<b>Performance Guarantee</b>						
<b>Grading Plan</b>						
*Single and two-family dwellings are not subject to the requirements of Article 24, Site Plan Review						
**Accessory structures include porches, decks, sheds, detached garages, swimming pools, and any other building use or structure that is incidental to and not attached to the principal use on the property.						

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

P11072023PZ