



Residential Land Use Permit Requests

Planning and Zoning Department

A Step-By-Step Guide



No [accessory structure](#) can be constructed unless there is a primary structure; there must be at least 10 foot separation between principle and accessory structures.

Accessory structures less than 120 sq. ft. in area do not require a building permit (this number is subject to change, verify with the BI).

Porches and handicap ramps can be constructed within the front yard setback if they meet the requirements of [Section 502](#)



Planning & Zoning Department
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Residential Land Use Permit Application

Basic Site Plan

Please Print

Property Information		
Address:	Parcel #	
Applicant Information		
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:	Expiration Date:	
Project Information		
Description of Project (include square feet):		
Area of Subject Property:	Finished Height of Project:	
Zoning Classification:	Present/proposed Land Use:	
What impacts will project have on City Services:		
Authorization		
<p>By signing the application the applicant is authorizing City Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct. Further if the request is approved, the applicant will comply with all of the requirements of the City of Manistee Zoning Ordinance and certifies that measures proposed to mitigate adverse impacted will be completed in a timely fashion.</p>		
Signature: _____ Date: _____		
<input type="checkbox"/> Fee (\$25.00 projects under 200 sq. ft. or \$75.00 projects over 200 sq. ft.) enclosed and Site Plan for project attached (permit cannot be issued without site plan)		
Office Use Only		
Fee: <input type="checkbox"/> \$25.00 (under 200 sq. ft.)	<input type="checkbox"/> \$75.00 (Over 200 sq. ft.)	Receipt #
Zoning District:	Notes:	
Signature: _____ Date: _____		

Basic Site Plan Checklist

Basic Site Plan. A basic site plan shall be required for new dwellings, additions to dwellings, or construction of accessory structures, single family dwellings; accessory structures and additions to existing single family dwellings; and accessory structures and additions to multiple unit dwellings which do not result in an increase in the number of units, the site plan shall be subject to Zoning Administrator review. Basic site plans shall include and illustrate at a minimum the following information:

<input type="checkbox"/> Included	1. A scale drawing of the site and proposed development thereon, including the date, name and address of the preparer, parcel lines and parcel area.
<input type="checkbox"/> Included	2. The scale of the drawing and north arrow which shall be not less than 1" = 200' nor greater than 1" = 20'.
<input type="checkbox"/> Included	3. Existing man-made features, including dwellings, fences, landscaping and screening, accessory structures, and similar features; and the heights and floor area of such structures and other important features.
<input type="checkbox"/> Included	4. Proposed man-made features, including location of dwelling addition and/or accessory structures, fences, landscaping and screening, as applicable; and heights and floor area of such structures and other important features.
<input type="checkbox"/> Included	5. Setback lines and their dimensions.
<input type="checkbox"/> Included	6. Location of existing and proposed driveways and curb cuts, if any.
<input type="checkbox"/> Included	7. Location of existing public and private rights-of-way and easements contiguous to and on the property.
<input type="checkbox"/> Included	8. Natural features, including trees with a diameter at breast height of three inches or more, water bodies and wetlands, high-risk erosion areas, beach, sand dunes, slopes in excess of 25%, drainage and similar features.
<input type="checkbox"/> Included	9. Any other information as may be required by the Zoning Administrator to aid in the review of the Site Plan.