

## Residential Land Use Permit Requests Planning and Zoning Department A Step-By-Step Guide





**INTRODUCTORY MEETING WITH PLANNING STAFF** - Staff will assist the applicant by explaining the review process, review the zoning requirements, and provide site information, review the application and site plan requirements.



**SUBMISSION OF APPLICATION** - Applicant will submit application to the Zoning Administrator for review. *Fee must be received before any requests are processed.* 



**APPLICATION/SITE PLAN IS** <u>INCOMPLETE</u> – Staff will prepare a notice of findings/corrections that will be sent to the applicant or review in person.



APPLICANT SUBMITS REVISIONS - Staff reviews for completeness.



**ZONING ADMINISTRATOR APPROVAL** - Staff will review request to determine if application is complete. If application is complete and the request meets the requirements of the Zoning Ordinance a land use permit will be issued.



**STAFF ISSUES PERMIT** –A copy of the application is given to the applicant along with a copy of the permit.



**APPLICANT OBTAINS A BUILDING PERMIT** – Applicant applies for a building permit from the <u>State</u> <u>Building Inspector</u>.



**SITE VISIT TO CLOSE OUT PERMIT** – Staff will perform a site visit to determine if the construction has met the requirements of the ordinance. If there are no issues a letter of compliance is prepared and mailed to applicant, permit is closed.

No <u>accessory structure</u> 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 <a href="Section 502">Section 502</a>



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** 

		1 10000									
		Property In	formation								
Address:			Parcel #								
Applicant Information											
Name of Owner or Lessee	:										
Address:											
Phone #:		Cell#:		e-mail:							
Name of Contractor (if ap	plicable)	<b>:</b>									
Address:											
Phone #:		Cell#:		e-mail:							
License Number:			<b>Expiration Date:</b>	kpiration Date:							
Project Information											
Description of Project (include square feet):											
<b>Area of Subject Property:</b>			Finished Height of Project:								
Zoning Classification:			Present/proposed Land Use:								
What impacts will project	have on	City Services:									
		Author	ization								
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.											
Signature:			Date:								
		an)	over 200 sq. ft.) enc	losed and Site Plan for project attached							
Office Use Only											
Fee: ☐ \$25.00 (under 200	sq. ft.)	☐ \$75.00 (Ov	er 200 sq. ft.)	Receipt #							
Zoning District:	Notes:										
Signature:			Date:								

For simple site plans this sheet is provide for convenience. Other site plans containing all required information may be submitted.

SITE PLAN SCALE: ¼ inch (one square) equals 5 feet																								
DR	AW	/ AR	RO	W T	HAT	ΓINI	DIC	ATE:	S DI	REC	TIO	N O	F N	ORT	Ή									
Address of proposed Development:																								
Type of Improvement:																								
Name of Preparer:																								
Address of Preparer:																								
											Parcel Area:													

## **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: 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. 2. The scale of the drawing and north arrow which shall be not less Included than 1'' = 200' nor greater than 1'' = 20'. 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. 4. Proposed man-made features, including location of dwelling Included addition and/or accessory structures, fences, landscaping and screening, as applicable; and heights and floor area of such structures and other important features. 5. Setback lines and their dimensions. Included 6. Location of existing and proposed driveways and curb cuts, if any. Included Included 7. Location of existing public and private rights-of-way and easements contiguous to and on the property. 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. Included 9. Any other information as may be required by the Zoning Administrator to aid in the review of the Site Plan.