

SAFEbuilt, Inc
 107 S. Capital Ave., P.O. Box 190, Athens, MI 49011
 OFFICE: 269-729-9244
 Website: <https://safebuilt.com/locations/athens-office>
 Email: athensmi@safebuilt.com

Permit # _____
 Fee \$85.00
 Method of Payment _____
 Receipt # _____

MAKE CHECK PAYABLE TO DECATUR VILLAGE

ZONING PERMIT APPLICATION

A drawing (site plan shown from a "bird's eye" view) indicating property lines, location of all buildings presently on the property and location of the proposed new structure(s), must be submitted with this application. The site plan should also include measurements from your new project to property lines and distances between all buildings. An inspection will not be scheduled until the permit fee has been paid, a site plan has been submitted, proof of ownership of property has been provided, and the project has been marked in some way (in ground with stakes or on ground with painted markings). Please call our office at (269) 729-9244 to request your inspection, once all criteria is met. "Change of Use" applicants are exempt from providing a site plan as indicated and instead, will provide a statement of the proposed new use of the existing structure.

I. Job Location			
JOB Address		Name of Owner	
Name of City, Village or Township in which job is located: <input type="checkbox"/> City <input checked="" type="checkbox"/> Village <input type="checkbox"/> Township OF: DECATUR		County	
Owner Telephone			
II. Applicant (Contractor/Property Owner Information)			
<input type="checkbox"/> Contractor <input type="checkbox"/> Owner			
Address		City, State	Zip
Telephone	Work/Cell Phone	Fax	Email
III. Type of Job (PLEASE MARK AS MANY AS ARE APPLICABLE)			
<input type="checkbox"/> New		<input type="checkbox"/> Single Family or Two Family Home <u>Circle One</u>	<input type="checkbox"/> Outbuilding (Barn/Shed/Carport) <u>Circle One</u>
<input type="checkbox"/> Addition		<input type="checkbox"/> Mobile Home or Prefab <u>Circle One</u>	<input type="checkbox"/> Garage (Attached/Detached) <u>Circle one</u>
<input type="checkbox"/> Alteration/Remodel <u>Circle One</u>		<input type="checkbox"/> Fence - Indicate Type Here _____	<input type="checkbox"/> Pool (Above/Below Ground) <u>Circle One</u>
<input type="checkbox"/> Change of Use (Current Use _____)		<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Commercial Building - indicate use below
<input type="checkbox"/> Other _____		<input type="checkbox"/> Deck/Porch <u>Circle One</u> (Attached/Detached) <u>Circle One</u>	
IV. Project Dimensions		Proposed Use of Commercial Building _____	
____Project Width	____Project Length	____Project Height (from grade to highest point)	____# of Floors
_____Total Square Feet			
V. Zoning Questions (PLEASE CIRCLE YES OR NO)			
Does this property have frontage on two roads?	YES	NO	
Does this property have lake frontage?	YES	NO	
Is there a dwelling presently on this property?	YES	NO	
Is there an accessory building presently on this property?	YES	NO	
Is the construction located within 500 ft of a lake, stream, or natural body of water?	YES	NO	
Will the construction require the moving of one surface acre or more of land?	YES	NO	
If construction is for an accessory building, will it contain animals?	YES	NO	
VI. Responsibilities of Applicant: It is your responsibility to be aware of any deed restrictions, subdivision regulations, flood plain regulations, and wetland regulations. I have read, acknowledged, and will comply with all of the above and with the land use regulations, as determined by the zoning administrator, or will go to the proper board for a variance/special consideration and will provide in writing such approvals, if granted, to the zoning administrator.			
APPLICANT SIGNATURE		DATE	
Zoning Official's Signature		Date	

**RETURNED CHECKS ARE SUBJECT TO FEES IN ACCORDANCE WITH THE VILLAGE OF DECATUR'S RETURNED CHECK POLICY
 AN ADMINISTRATIVE FEE OF \$85.00 WILL BE RETAINED FOR CANCELED/TERMINATED PERMITS OR APPLICATIONS**

Property address: _____

Current use of property: _____

Intended use of property: _____

Description of actual work to be performed: _____

Note: All zonings require a drawing (site plan shown from a “bird’s eye” view) indicating property lines, location of all buildings presently on the property and location of the proposed new structure(s), must be submitted with this application. The site plan should also include measurements from your new project to property lines and distances between all buildings. An inspection will not be scheduled until the permit fee has been paid, a site plan has been submitted, proof of ownership of property has been provided, and the project has been marked in some way (in ground with stakes or on ground with painted markings). Please call our office @ 269-729-9244 to request your inspection once all criteria are met. “Change of Use” applicants are exempt from providing a site plan as indicated and instead, will provide a statement of the proposed new use of the existing structure.

By signing this form you acknowledge that all and any proposed uses have been listed on this form.

Signature of Applicant

Date

SAFEbuilt Inc.

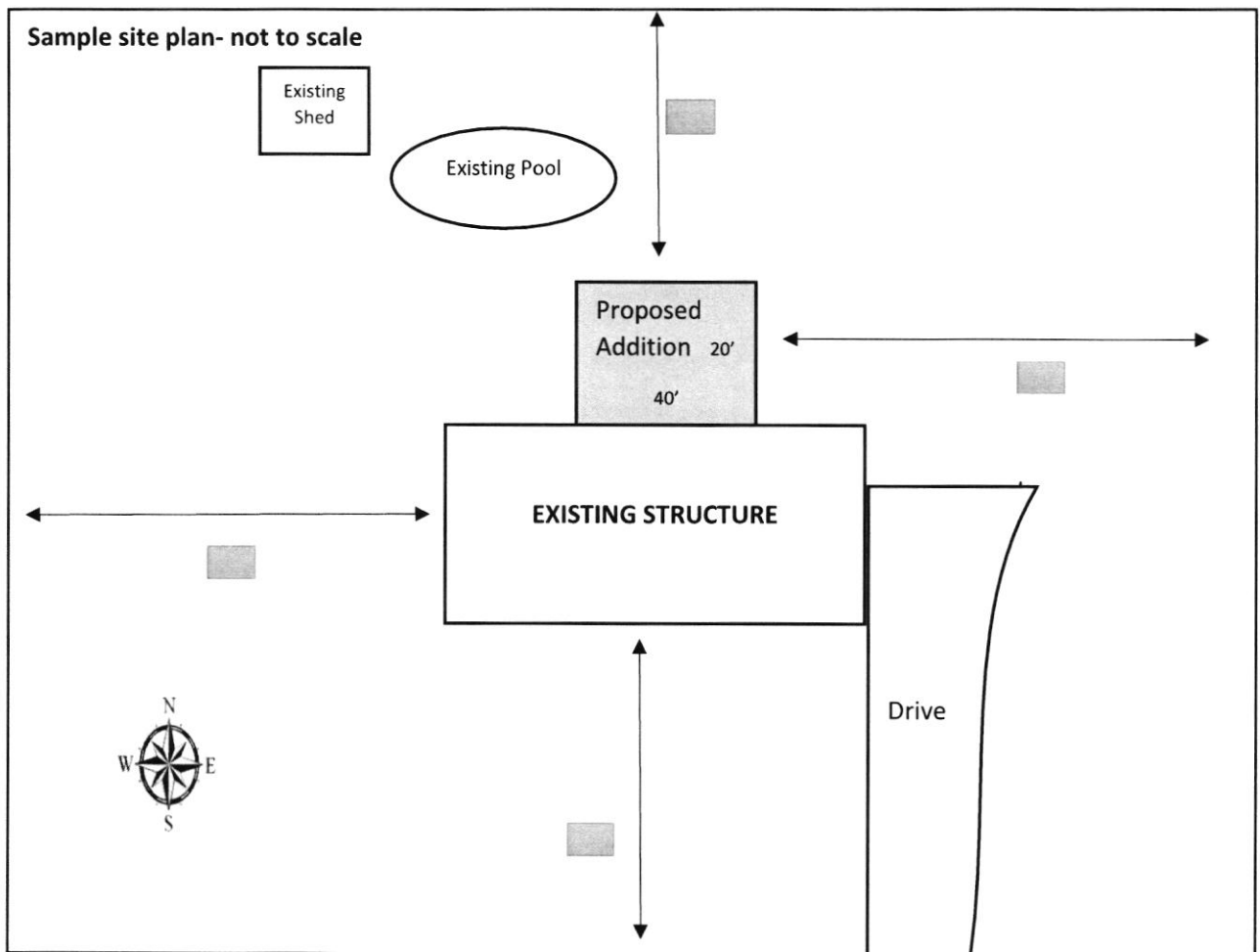
107 S. Capital Ave. PO Box 190
Athens, MI 49011
Phone (269) 729-9244
Fax (269) 729-9254
Email—athensmi@safebuilt.com

Site Plan

Building Guide for Homeowners

What is a Site Plan?

A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a land surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property liens. If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.), show where those meters will be relocated. **You would complete the shaded areas next to the arrows below with the distance to the property lines. ON ALL SIDES OF PROPERTY WITH ROAD FRONTAGE (corner lots), INDICATE THE DISTANCE TO THE CENTERLINE OF THE ROAD ON BOTH STREETS.**



Notes:

1. Structures shall not be permitted to be built over setback lines, easements, or property lines.
2. A survey from a registered land surveyor will be required if your project is located in a protected area.
3. If your property is on a slope, you may be required to install silt fence to keep the dirt on your property.
4. If you do not know the location of your utilities, contact MISSDIG. Remember to ask them about the cost of this service.