



Permit #:	_____
Parcel #:	_____
Permit Fee \$	_____

# Zoning Permit

## City of Evart Application

### Residential – Zoning Permit

Owner/Renter (Circle One): \_\_\_\_\_ Date: \_\_\_\_\_

Site Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

**Single Family -or- Multi Family Residence (please circle one)**

<b>Project Description:</b>
_____
_____
_____

#### Type of Land Use Project:

- New Building
- Addition to Building
- Accessory Building  
\_\_\_\_\_ sq. ft.
- Driveway
- Demolition
- Fence
- Sign(s) \_\_\_\_\_ sq. ft.
- Sidewalk/Cement Pad

#### Zoning District:

- R-1
- R-2
- R-3
- R-4
- \_\_\_\_\_

#### If Applicable:

- Copy to Department of Public Works
- Copy to Fire
- Copy to Building Dept
- Copy to Police Dept

#### Water/Sewer Cap & Tap Fees:

\$ \_\_\_\_\_

<p><b>Site Plan:</b> A diagram of proposed structure with accurate dimensions and location on the lot, including front, side and rear setbacks. (Please refer to Residential Site Plan Review for instructions)</p> <p><b>Inspection:</b> In order to verify compliance with this permit, it will be necessary for the Zoning Administrator or his/her designated agent to enter upon the premises at reasonable times until the project is complete. Authorization is granted by signature.</p> <p><b>Notice:</b> The approval issued here is a zoning or land use approval, indicating this governmental unit's approval of the proposed use of the property involved. It is now mandatory that you apply for a Building Permit from the Osceola County Building Department, 22054 Professional Drive Suite A, Reed City, MI 49677. (231) 832-6117. You must take a copy of this permit. Other applicable permits may be required, such as: Health Department, Electrical, Plumbing and Mechanical.</p>
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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Zoning Review**

Comments:

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

**Department of Public Works Review (If Applicable)**

Comments:

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

**Fire Department Review (If Applicable)**

Comments:

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

**Police Department Review (If Applicable)**

Comments:

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

**Planning Commission Review (if required)**

Comments:

Date Reviewed: \_\_\_\_\_

**Receipting Information**

Application Received By: \_\_\_\_\_

- Received Site Plan                      Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- Received Fee \$ \_\_\_\_\_              Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Permit Information**

- Request Approved
- Request Denied    Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## **Residential Site Plan Review**

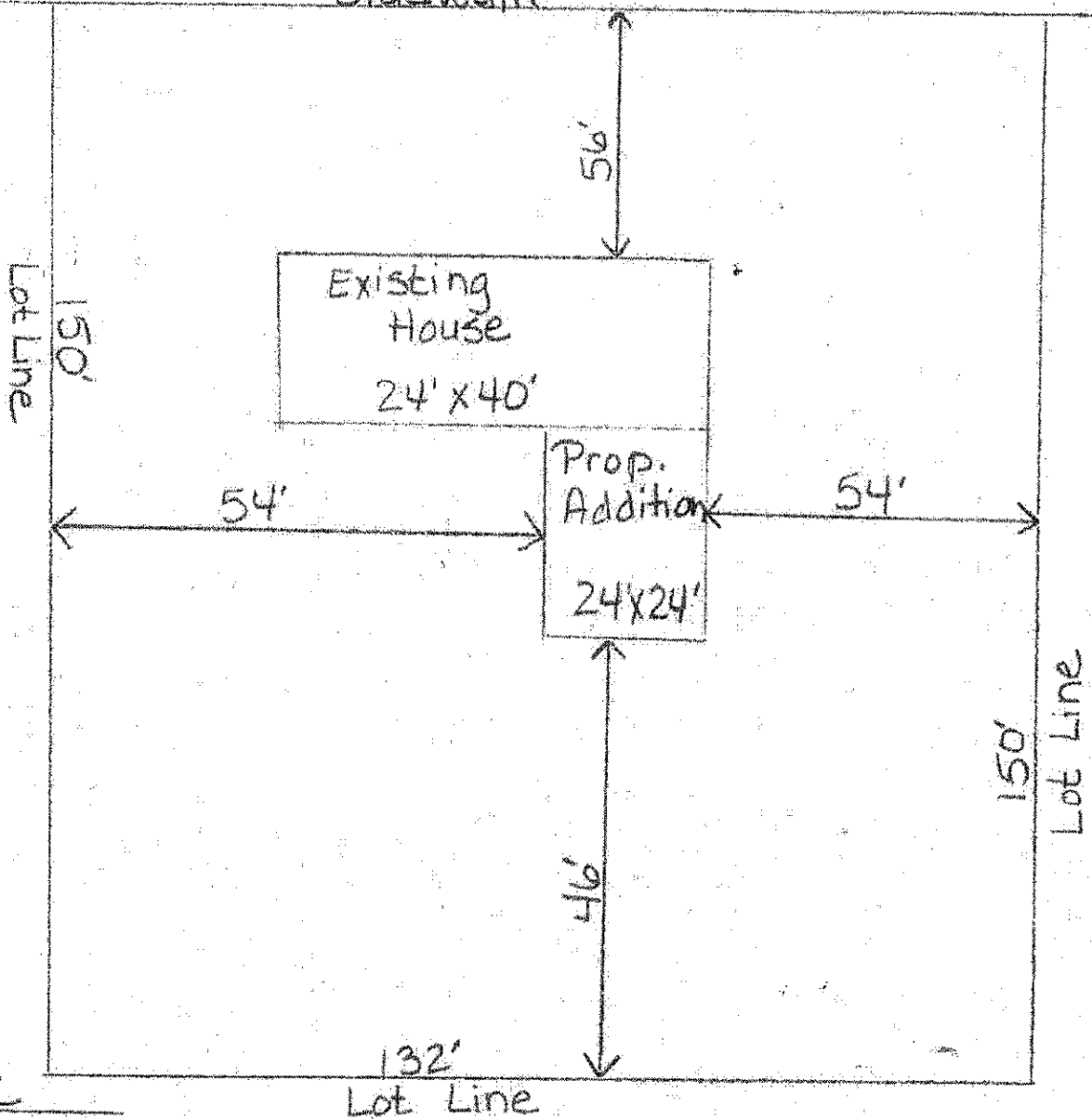
**Purpose – The purpose of the residential site plan review is to allow the City of Evart the opportunity to review a proposed project.**

1. A residential site plan should be drawn at a scale no smaller than fifty (50) feet to one (1) inch and should include the following:
  - a. Accurate lot dimensions, including lot width, length, and area calculations.
  - b. Parking areas accurately depicting location, size, and number.
  - c. Location and dimensions of all structures, including height, and area setbacks.
  - d. Location, type, and dimensions of proposed signage.
  - e. Data on any relevant existing site conditions such as physical characteristics, adjacent land uses, community facilities, and public or private utilities as required by the Zoning Administrator.
  - f. Sufficient design information regarding architectural design, building materials, landscaping, fencing and/or walls sufficient to permit the Zoning Administrator to provide a preliminary evaluation of the plan.
  
2. The Zoning Administrator will review all site plans submitted for approval in the following manner:
  - a. Verify the use proposed for the site is a use permitted in the district in which the land is zoned.
  - b. Verify all applicable requirements of the Zoning Ordinance are met with respect to the site plan.
  - c. Verify the location and design of driveways providing vehicular ingress and egress from the site is acceptable as it relates to all streets giving access to the site and relative to pedestrian traffic.
  - d. Verify traffic circulation within the site relative to the location and functional layout of off-street parking areas and loading, unloading areas is acceptable.
  - e. Verify the proposed development will maintain a satisfactory and harmonious relationship with existing development on contiguous properties.
  - f. Verify landscaping within the site is located so as to provide an attractive appearance throughout the site and is of sufficient extent to achieve this end.
  - g. Verify site lighting is such that it will present a soft visual image and not a bright radiant or sharp light, particularly with respect to adjacent land use, especially residential land use.

# Sample Sketch

Street Name

Sidewalk



↑ North

John Doe

Signed

6-14-01

Date