

Date Received \_\_\_\_\_

# Village of Alanson Zoning Application

Application # \_\_\_\_\_

Applicants Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Applicants Home Address \_\_\_\_\_ Email \_\_\_\_\_

Owner Name (if other than applicant) \_\_\_\_\_

Owner Address \_\_\_\_\_

### Zoning Request (check one):

<u>P &amp; Z Board(1)</u>	<u>Zoning Administrator</u>	<u>Board of Appeals</u>	<u>Describe Request</u>
<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Sign permit (2)	<input type="checkbox"/> Site Plan Approval	<input type="checkbox"/> _____
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Fence Permit (3)	<input type="checkbox"/> Variance Approval	_____
<input type="checkbox"/> Variance Request	<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Rezoning Approval	_____
<input type="checkbox"/> Zoning Change	<input type="checkbox"/> Sewer Application	<input type="checkbox"/> _____	_____
<input type="checkbox"/> Preliminary Input	<input type="checkbox"/> _____	<input type="checkbox"/> _____	_____

### Explanation of Zoning Request

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Zoning Request Information

Property Location — address if different from above or no address \_\_\_\_\_

Nearest crossroads, landmarks, identifying features \_\_\_\_\_

Current Zoning \_\_\_\_\_ Parcel Number(s) \_\_\_\_\_

Ground Floor Area main building \_\_\_\_\_ Sq. Ft. Floor area accessory building \_\_\_\_\_ Sq. Ft.

Lot/Parcel Size \_\_\_\_\_ Acres \_\_\_\_\_ Sq. Ft.

### Documents Recommended

<input type="checkbox"/> Engineered Site Plans (7 copies)	<input type="checkbox"/> Road Commission/MDOT Approval Letter
<input type="checkbox"/> Surveyed Plot Plan	<input type="checkbox"/> Wetlands Permit
<input type="checkbox"/> Current & Proposed Drawings	<input type="checkbox"/> _____
<input type="checkbox"/> Elevation Drawing	<input type="checkbox"/> _____
<input type="checkbox"/> Alanson-Littlefield Fire Department Approval Letter	<input type="checkbox"/> _____

### Planning and Zoning Result (Zoning Administrator use only)

Date of meeting \_\_\_\_\_

<input type="checkbox"/> Request Denied	<input type="checkbox"/> No decision (needs rework)
<input type="checkbox"/> Request Approved	<input type="checkbox"/> No decision (needs further investigation)
<input type="checkbox"/> Request Approved (Needs Board of Appeals approval)	<input type="checkbox"/> No decision (requires public notice)

*The Planning and Zoning Board meets monthly on the third Tuesday at 7:00 p.m. at the Alanson-Littlefield Community Hall*

Signed \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that all the above information is accurate to my fullest knowledge

Approved  Denied  Signed \_\_\_\_\_ Date \_\_\_\_\_

Zoning Administrator

## Planning & Zoning Information

- For planning purposes, Site Plan Approvals, Variance Requests, Zoning Changes and Special Use Permits may require public input. This would, after the initial review meeting before the Planning & Zoning Board, consist of public notices sent out to affected property owners and publishing of said request at the next regularly scheduled meeting unless a Special meeting is requested.
- Projects that can allow time for an initial preliminary review for general input by the Planning and Zoning Board is highly recommended.

## Planning & Zoning Notes

- (1) Site plan(s), Variance Requests, Zoning Changes and Special Use Permits are to be submitted to the Zoning Administrator no less than 7 business days prior to the Zoning Meeting. (the second Friday prior to the meeting)
- (2) Additional information required:
  - a. Two (2) drawings showing type of sign, measurements, construction and attachment to the building or ground.
  - b. Location of building, structure or lot to which the sign is to be attached or erected.
  - c. A copy of stress sheets and calculations, if necessary, showing the structures as designed for dead load and wind pressure in accordance with the regulations adopted by the Zoning Administrator.
  - d. Name and address of the person, firm or corporation or association erecting the structure.
  - e. Copy of the electrical permit if required.
  - f. Insurance policy or bond as required herein.
  - g. See the Zoning Administrator for any additional information concerning sign conformities and non-conformities.
- (3) Additional information:
  - a. Fences in any platted subdivision or lot of record shall not contain barbed wire or be electrified.
  - b. No fence shall obscure the vision of drivers of vehicles at any driveway entrance or exit, street intersection or other pedestrian or vehicle access point.
  - c. No fence located in a front setback area shall be taller than four (4) feet, and no fence shall project into a public street or alley.
  - d. It is recommended that no fence exceed six (6) feet in height. Anyone seeking to install a fence higher than six (6) feet will be asked to go before the Planning and Zoning Board.

## Permit Fees