



EMMET COUNTY PLANNING, ZONING, & CONSTRUCTION RESOURCES

3434 Harbor Petoskey Rd. Suite E Harbor Springs, MI. 49740

ZONING PERMIT APPLICATION

Ph: 231-348-1735 Email: pzcr@emmetcounty.org

Web: emmetcounty.org Fax: 231-439-8933

Complete all sections of application applicable to the project. Incomplete applications may delay issuance of the permit.

This section For Office Use Only		
Received Date _____	Project Number _____	Permit Number _____

JOB LOCATION		
Site Address and/or Street Name		Village ALANSON
Property Tax I.D. No. 41-	Lot/Unit Number	Plat or Condominium Name

OWNER INFORMATION		
First Name, Last Name		Telephone Number
Mailing Address		City
State	Zip	Cell Phone Number
Email Address		Fax Number

APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)		
First Name, Last Name or Business Name		Telephone Number
Mailing Address		City
State	Zip	Cell Phone Number
Email Address		Fax Number

Building Dimensions: (If the application is for an addition - only indicate addition dimensions.)		
Building Length = _____	Building Height = _____	Total Square Feet = _____
Building Width = _____	Number of Stories = _____	

PROPOSED USE OF BUILDING: NEW STRUCTURE <input type="checkbox"/> ADDITION TO EXISTING STRUCTURE <input type="checkbox"/>		
Residential		
<input type="checkbox"/> One Family	<input type="checkbox"/> Garage/accessory building	<input type="checkbox"/> Attached <input type="checkbox"/> Unattached
<input type="checkbox"/> Two - Family	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Agricultural
<input type="checkbox"/> Multiple-family - # of units: <input type="checkbox"/>	<input type="checkbox"/> Residential addition	<input type="checkbox"/> Other: _____
Non-residential		
<input type="checkbox"/> Assembly, Restaurant, etc	<input type="checkbox"/> Parking or Service Garage	<input type="checkbox"/> Agricultural
<input type="checkbox"/> Business, Office, Etc	<input type="checkbox"/> Hotel/ Motel - # of Units:	<input type="checkbox"/> Storage, Warehouse, Etc.
<input type="checkbox"/> Church, Religious, Etc	<input type="checkbox"/> Institutional, Hospital, Jail, etc.	<input type="checkbox"/> Tower, Bridge, Utility, Etc
<input type="checkbox"/> Educational, School, Etc.	<input type="checkbox"/> Mercantile, Store, Retail, etc.	<input type="checkbox"/> Other _____
<input type="checkbox"/> Factory, Industrial, Etc.		

Written description of work and Describe proposed use of building:

APPLICANT and OWNER SIGNATURE		
Applicant is responsible for payment of all applicable fees and charges to this application and must provide the applicant and property owner signatures below		
I hereby certify that the proposed work described on this application is authorized by the owner of record and that I am the owner or have been authorized by the owner to submit this application. All of the information submitted on this application is accurate to the best of my knowledge. It shall be the duty of the holder of the zoning permit or their duly authorized agent to notify the zoning office when work is ready for inspection. It shall be the duty of the permit holder to provide access to the property for inspections of such work that are required by the Emmet County Zoning Ordinance. When the applicant is a contractor, the owner signature is required in the "Owner Signature" space provided below. In lieu of the owner signature, other documentation verifying approval by the owner for the construction to occur under this permit may be accepted at the discretion of the department staff.		
OWNER SIGNATURE (REQUIRED IF APPLICANT IS NOT THE PROPERTY OWNER)		
I hereby authorize the Applicant noted above, to perform the work as described on this application, at the job location shown above.		
Property Owner Signature (Required)	Print Name	Date
Applicant Signature (if applicant is not the owner)	Print Name	Date

PLOT PLAN - all applicable items required from the following checklist:

- | | |
|--|--|
| <input type="checkbox"/> Separate Plot Plan Attached | <input type="checkbox"/> 4. Location, size and distance from property lines of all buildings. |
| <input type="checkbox"/> 1. Dimensioned property lines. | <input type="checkbox"/> 5. Show distance of all drives and parking areas from property lines. |
| <input type="checkbox"/> 2. Rivers, lakes or streams within 500 ft.
(may require Soil Erosion Permit) | <input type="checkbox"/> 6. Place north arrow in circle. |
| <input type="checkbox"/> 3. Road right-of-way, access or utility easements. | <input type="checkbox"/> 7. indicate any exterior walls to be removed/replaced. |

Scale: 1"=50'; 1"=100'; 1"=200', 1"= _____

