



EMAIL: manager@cityofnewbuffalo.org

269-469-1500

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269-469-7917

Authority: 1972 PA 230

Completion: Mandatory to obtain permit

Penalty: Permit cannot be issued

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. The project must be marked in some way (in ground with stakes or on ground with painted markings). "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"/>		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
<input type="checkbox"/> Other _____	<input type="checkbox"/> Deck/Porch <u>Circle One</u> (Attached/Detached) <u>Circle One</u>	

IV. Project Dimensions

____ Project Width	____ Project Length	____ Project Height (from grade to highest point)	____ # of Floors	____ Total Square Feet
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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

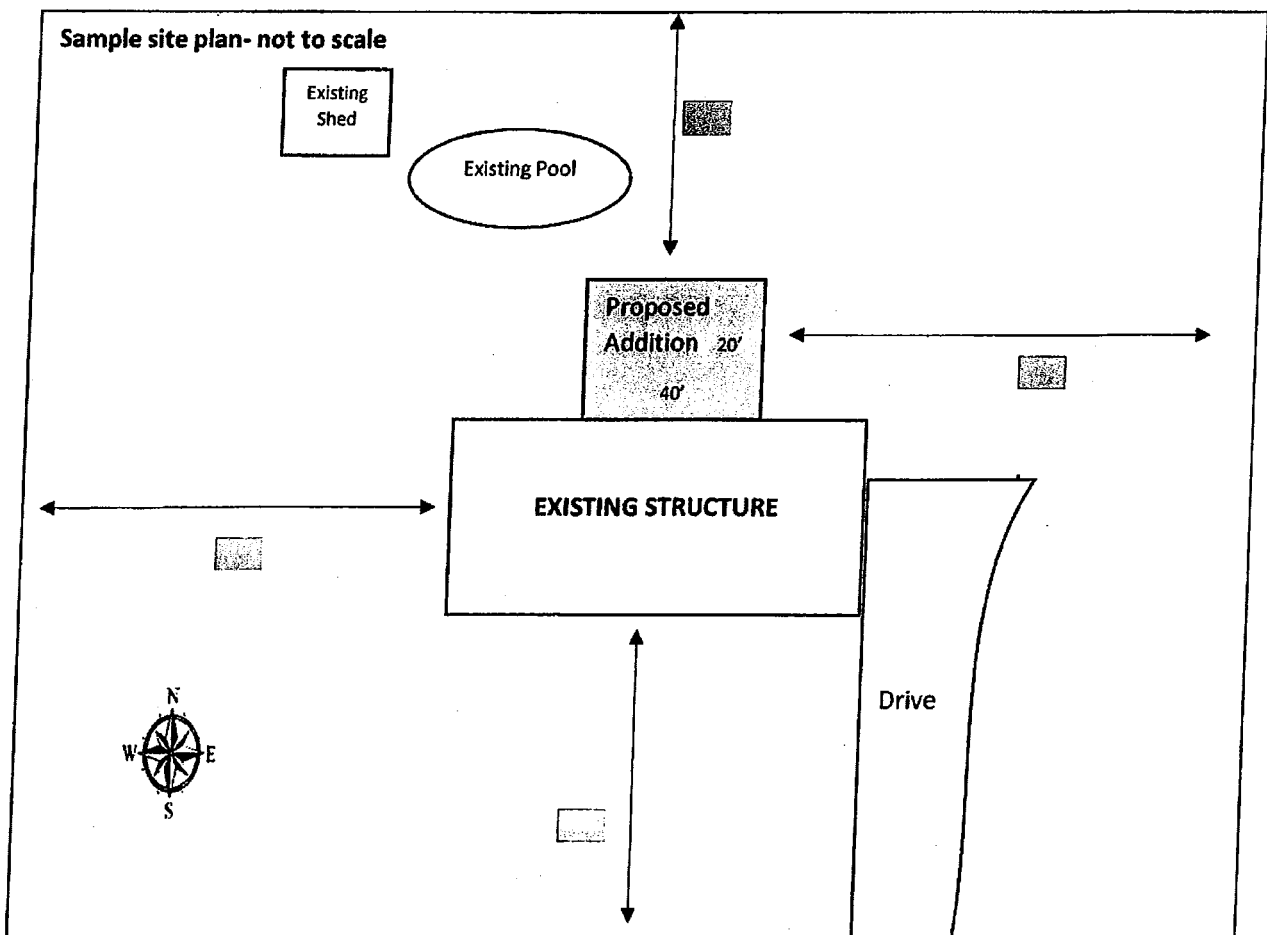
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Site Plan

Building Guide for Homeowners

What is a Site Plan?

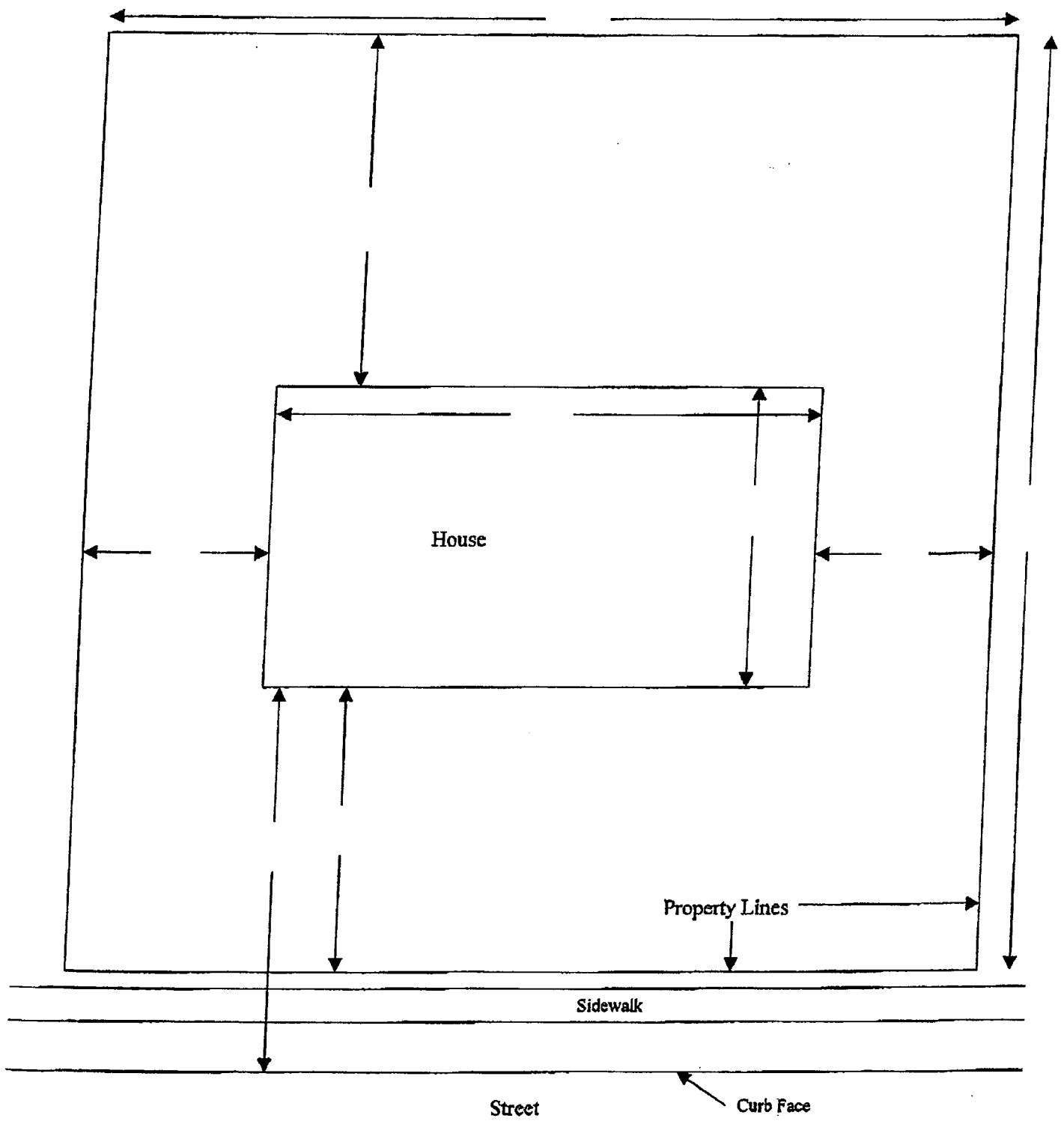
A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a land surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines. 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.

Residential Site Plan



Property Address _____

Draw In Any Out Buildings And Their Measurements To The Property Line