



EMAIL: manager@cityofnewbuffalo.org

WEBSITE: www.cityofnewbuffalo.org

Authority: 1972 PA 230

Completion: Mandatory to obtain permit

Penalty: Permit cannot be issued

269-469-1500

269-469-7917

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"/> Addition <input type="checkbox"/> Alteration/Remodel <u>Circle One</u> <input type="checkbox"/> Change of Use (Current Use _____) <input type="checkbox"/> Other _____	<input type="checkbox"/> Single Family or Two Family Home <u>Circle One</u> <input type="checkbox"/> Mobile Home or Prefab <u>Circle One</u> <input type="checkbox"/> Fence - Indicate Type Here _____ <input type="checkbox"/> Foundation Only <input type="checkbox"/> Deck/Porch <u>Circle One</u> (Attached/Detached) <u>Circle One</u>	<input type="checkbox"/> Outbuilding (Barn/Shed/Carport) <u>Circle One</u> <input type="checkbox"/> Garage (Attached/Detached) <u>Circle One</u> <input type="checkbox"/> Pool (Above/Below Ground) <u>Circle One</u> <input type="checkbox"/> Commercial Building
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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)

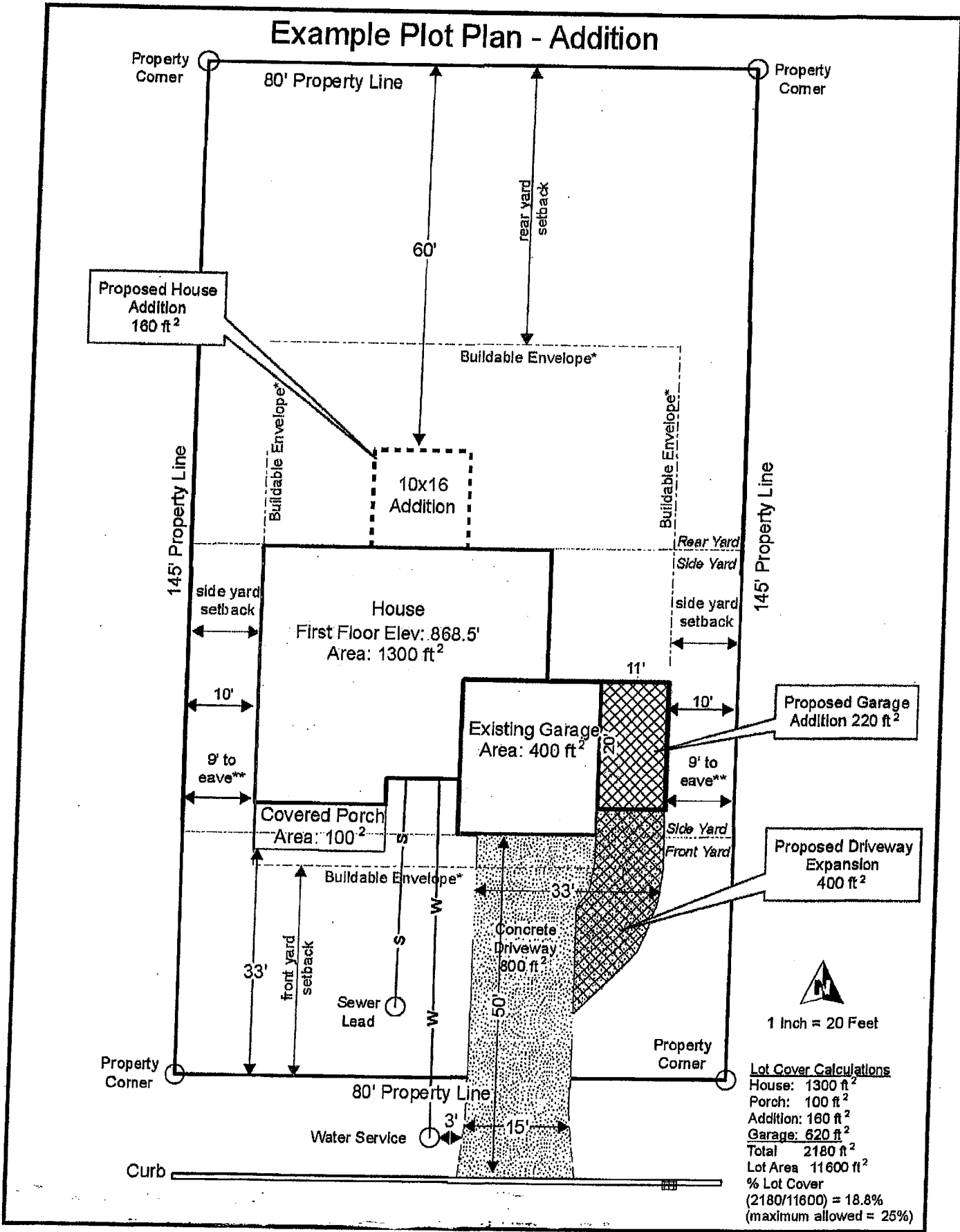
Does this property have frontage on two roads?	YES	NO
Does this property have lake frontage?	YES	NO
Is there a dwelling presently on this property?	YES	NO
Is there an accessory building presently on this property?	YES	NO
Is the construction located within 500 ft of a lake, stream, or natural body of 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

A SITE PLAN MUST BE SUBMITTED THAT INCLUDES

- A description of the project
- North arrow
- Legal description or address and Tax ID # of the subject property
- Location of the property lines and an illustration of the setbacks
- Dimensions of the parcel, the development area and open space
- Location of existing and proposed structures on the site and within 50' of the parcel. Include length, width, height and total square footage of all structures
- Location of adjoining streets, sidewalks and private easements
- Any other information helpful in making a determination

Example Plot Plan - Addition



Lot Cover Calculations

House:	1300 ft ²
Porch:	100 ft ²
Addition:	160 ft ²
Garage:	620 ft ²
Total	2180 ft²
Lot Area	11600 ft ²
% Lot Cover	(2180/11600) = 18.8%
	(maximum allowed = 25%)

SITE PLAN