

City of Gaylord

305 East Main Street, Gaylord, MI 49735

Phone: (989) 732-4060 Fax: (989) 732-8266

ZONING PERMIT APPLICATION

THE CITY OF GAYLORD STRONGLY ENCOURAGES THE USE OF THE SWISS ALPINE MOTIF IN THE CONSTRUCTION AND/OR RENOVATION OF ALL COMMERCIAL BUILDINGS IN THE CITY OF GAYLORD TO MAINTAIN, ENHANCE AND PROMOTE, "GAYLORD, THE ALPINE VILLAGE."

1. GENERAL INFORMATION:

Property Owner Name: _____ Phone Number: _____

Property Owner Address: _____

Business Name (If Applicable): _____

Contractor/Agent: _____ Phone Number: _____

Address: _____

2. PROPERTY DESCRIPTION:

Tax ID Number: _____

Property Address: _____

Nearest Cross-Street(s): _____

Zoning District: _____

3. PROPOSED USE AND/OR TYPE OF CONSTRUCTION

A. Proposed Use: _____

B. Type of Construction:

Single Family Dwelling

Two or Multiple Family Dwelling – Number of Units: _____

Garage, Storage Shed or Other Accessory Structure – Describe: _____

Non-Residential Structure – Describe: _____

Addition

Other – Describe: _____

Use Change of Existing Structure

4. PROPOSED SPECIFICATIONS

A. Setbacks: _____ Front _____ Rear
_____ Side _____ Side

B. Property Dimensions: _____

C. Exterior Dimensions of Proposed Structure: _____

D. Height of Proposed Structure: _____

E. Square Footage of Proposed Structure: _____

F. If Addition, Square Footage of Existing Structure: _____

G. Proposed Parking Spaces: _____

H. Parking Spaces Required Per Ordinance: _____

I. Ordinance requires that all driveways, drive approaches, means of ingress and egress to and from parking areas, vehicle storage areas and service drives be either asphalt or concrete for all developments except Single and Two-Family Dwelling properties. Certain exceptions are permitted for those areas behind the front face of a structure for those properties located in the M-1 District. All drive approaches in the road right-of-way of any district, for any use, must be either asphalt or concrete. A separate Drive Permit is required.

Does the Proposed Development Comply with the above requirements? Yes No

If no, please explain:

5. SITE PLAN:

Attach a scaled drawing using a common engineering or architect scale for all non-residential structures, which can be verified, in the field by the Zoning Administrator. Include the following:

- Lot or Parcel Dimensions, Scale, North Arrow, etc.
- Existing Building & Dimensions, Including Eaves and Dimensions
- Proposed Building & Dimensions, Including Eaves
- Front, Side and Rear Yard Setbacks
- Name of Street, Easements or Dedicated Right-of-Way
- Storm Water Retention or On-Site Drainage Detail
- Building Elevation
- Detailed Parking, Service Drives and Approaches, including Surface Materials

6. CERTIFICATION

I, hereby agree to comply with the provisions of the Zoning Ordinance of the City of Gaylord for the installation, construction, alteration, addition, demolition or use described herein, and, if not the property owner, I hereby certify that the proposed work is authorized by the property owner and I have been authorized to apply for zoning approval as his/her selection agent.

Application Signature: _____ Date: _____

7. APPROVAL

This application is in compliance with the City of Gaylord Zoning Ordinance and the application is eligible to apply for a building permit from the Otsego County Building Department.

Approval is granted for the following:

Conditions attached:

Approved _____ Denied _____

Reason: _____

Zoning District: _____ Zoning Permit Number: _____

Zoning Administrator Signature: _____ Date: _____