

**City of Charlevoix
210 State Street
Charlevoix, Michigan 49720**

**CITY OF CHARLEVOIX
ZONING PERMIT PROCEDURES**

1. Application provided by City to be completed by Applicant and filed with Zoning Administrator.
2. Applicant must provide a scaled drawing as required on a survey or scaled drawing of the property on graph paper; showing existing buildings, distances from property lines, proposed building dimensions including eaves and elevations of proposed structure(s).
3. Field staking of property boundaries and structures by applicant for inspection by Zoning Administrator.
4. Zoning Administrator approves permit based on site plan approval and assigns number to Zoning Permit.
5. Applicant pays fee to Treasurer.
6. Copies of Zoning Permit provided to applicant for County Building Inspector, Assessor and any other planning file referring to this case. Original copy remains with City Zoning Administrator (placed in zoning permits book).
7. Applicant must take Zoning Permit copy to County Building Inspector. A separate fee by the County will be charged depending on size of proposed new structure.
8. If required, a Soil Erosion, Sedimentation and Stormwater Control Permit must be submitted to the Zoning Administrator prior to issuance of the Zoning Permit. (Charlevoix Building Department - 231-582-6193)

Ordinance References: 5.242

**CITY OF CHARLEVOIX
ZONING PERMIT**

ZONING PERMIT FEE: \$40.00

ZONING PERMIT # _____

RECEIPT # _____

Office of the County Building Inspector
301 State Street
Charlevoix, MI 49720

(Name of Applicant)

(Address of Applicant)

(Address of Construction Site)

This application is in compliance with the City of Charlevoix Zoning Ordinance and the applicant is eligible to apply for a Building Permit from your office.

THIS SECTION FOR OFFICE USE ONLY

Zoning District _____ Lot Size _____ Sq. Ft.

Measured from eaves & shown on plans _____

Sq. Ft. of all Structures - _____
Existing + Proposed = Total

Lot Coverage _____% (30%) Rear Lot Coverage _____ (30%)

Date Staked _____ Date Inspected _____

I. GENERAL INFORMATION

Name of Contractor _____

Name of Property Owner _____

Address _____

City _____ State _____ Zip _____

Phone Numbers _____

II. PROPERTY DESCRIPTION

Property Tax Code Number _____

Nearest Intersection (Name Roads) _____

III. PROPOSED USE

What type of construction is proposed:

_____ One Family Home _____ Two Family Home

_____ Multi-Family Home _____ Mobile Home

_____ Garage _____ Addition

_____ Other (Describe) _____

_____ Exterior dimensions of proposed structure (include eaves)

_____ Height of proposed structure

IV. SITE PLAN

Attach a scaled drawing using a common engineering or architect scale which can be verified in the field by the Zoning Administrator. Use care, as this drawing will be used to determine if a permit can be issued in accordance with the City Zoning Ordinance.

- Include: _____ Lot or Parcel Dimensions
 _____ Existing Building & Dimensions, include Eaves
 _____ Proposed Building & Dimensions, include Eaves
 _____ Front, Side & Rear Yard Dimensions
 _____ Dimensions between Existing and/or Proposed Buildings
 _____ Name Road, Lakeshore, Easement or other Dedicated
 Right-of-Way
 _____ Scale, North Arrow, etc.

V. SIGNATURE CLAUSE

I hereby agree to comply with the provisions of the Zoning Ordinance of the City of Charlevoix, in the installation, construction, alteration, addition or demolition described herein, and, if not the applicant, I hereby certify that the proposed work is authorized by the property owner, and that I have been empowered by the owner to make this application as his/her selected agent.

Signature

Date

Zoning Administrator

Date

Reviewed by

Date

5.243 PROJECT STAKING AND INSPECTIONS

The following project site staking and inspections shall be required:

- (1) Prior to the issuance of a zoning permit, the applicant or its representative shall accurately stake the location of the parcel property lines and the location of the proposed construction such that the Zoning Administrator may, by use of a tape measure and horizontal measurements, confirm that the construction as staked is as represented on the applicants site plan which accompanies its application. On sloping sites, the lowest finished grade level shall be established on a grade stake which is offset from the construction such that it remains undisturbed during the course of the construction and may be used to check the final grade by the Zoning Administrator by means of a string line level.
- (2) After issuing a zoning permit, the Zoning Administrator shall from time to time conduct inspections of construction, for which a permit has been issued, as may be required to determine compliance with the permit.
- (3) Prior to commencing any construction of improvements which are a part of a project approved with a special use permit such improvements shall be staked both horizontally and vertically such that the Zoning Administrator may verify that the improvements are located as shown on the approved site development plan.

At a minimum, the following inspections shall be required:

- (1) Prior to issuance of a zoning permit.
- (2) Prior to commencement of construction of any site improvements which are a part of a special use permit.
- (3) After site preparation, but prior to construction of any foundation system.

It shall be the duty of the applicant or its agent to notify the Zoning Administrator when work is ready for inspection. Such inspection shall be made within a reasonable time following notification giving due consideration to the Zoning Administrator's work schedule and work load. Required inspections shall be deemed a requirement of a zoning permit or a special use permit even though the inspection requirement is not listed on the permit document.

In the event the Zoning Administrator is unable to determine if the parcel boundaries are accurately located or that proposed or actual construction is properly located on a parcel, the Administrator may require that the applicant have prepared, at its cost, by a registered land surveyor, a survey of the parcel or proposed or actual work. Such survey shall be submitted to the Zoning Administrator for review and as a part of the applicant's zoning file.

5.243 PROJECT STAKING AND INSPECTIONS (continued)

Inspections on the part of the Zoning Administrator shall in no way absolve the applicant of responsibility for properly locating and undertaking construction in a manner which meets the requirements of this section of any permit issued in accord with this section nor making any corrections to the construction which are necessary to meet the requirements of this section .(Ord. No. 629 11/6/95)

6.20 EXCESSIVE NOISE DECLARED NUISANCE

All loud or unusual noises or sounds and annoying vibrations which offend the peace and quiet of persons of ordinary sensibilities are hereby declared to be public nuisances.

6.21 SPECIFIC OFFENSES

Each of the following acts is declared unlawful and prohibited, but this enumeration shall not be deemed to be exclusive, namely:

- (1) ANIMAL AND BIRD NOISES. The keeping of any animal or bird which, by causing frequent or long continued noise, shall disturb the comfort or repose of any person.
- (2) CONSTRUCTION NOISES. The erection (including excavating therefore), demolition, alteration or repair of any building and the excavation of streets and highways, on Sundays, and other days, except between the hours of 7 o'clock AM and 6 o'clock PM, unless a permit be first obtained from the City Manager.