

**Zoning Permit Application**

**All applications are to be completed in full** and submitted to the zoning administrator for review. The erection of a building, structure, or excavation for any building or structure, prior to the issuance of a zoning permit and/or building permit is violation of the City of Jacksons Zoning ordinance.

Permit Fee \$30.00    Zoning Compliance Certificate Fee \$ 30.00    Zoning Compliance Letter Fee \$30.00

**PROPERTY OWNER**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_

**CONTRACTOR**

*Same as property owner*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_

**Parcel #** \_\_\_\_\_

Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Project Description**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dimensions-** (Shed, Garage, deck, structure, addition)

**Total Square Feet** \_\_\_\_\_

**Setbacks- (Distance from Lot lines)**

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side L: \_\_\_\_\_ Side R: \_\_\_\_\_

**Applicant Certification:** I/we hereby certify that all structures and uses for which this application is made shall conform to the ordinances of the City of Jackson, Jackson County, and the State of Michigan. All information submitted for this permit is to my/our knowledge accurate. If the information is determined either now or in the future to be inaccurate the permit shall be void and any structures built or uses approved may be in violation of the required ordinances and must otherwise be brought into compliance with all regulations. I/we agree permit officials or their designees of the City of Jackson to enter the property subject to this permit application for purposes of inspection, with reasonable notification. I/we understand this is a zoning permit application and not zoning or building permit. I/we understand that a building permit must/may be acquired according to the State Construction Code. I/we understand that a zoning permit conveys only land use rights and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights. The accuracy of the lot lines, dimensions and other information presented in the project plans are the sole responsibility of the property owner and in **no** way does the Zoning inspector signature on the permit guarantee the accuracy of the information provided by the applicant for this permit.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature  
*(If different than owner)*

\_\_\_\_\_  
Date

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## Zoning Permit Submittal Requirements Checklist

### 1. Site Plan (Required for all projects)

- All property lines and dimensions.
- All required setbacks.
- All public and private roads, street names, rights of way, and on site easements.
- Footprint of all existing and proposed buildings and structures with dimensions for the new building, structure, or addition.
- Existing and proposed fences and retaining walls.
- All driveways and other impervious surfaces.
- All water bodies, floodplains, and wetlands.

### 2. Building / Construction Plans: (Required for all new structures and additions)

- All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, etc.
- Include exterior dimensions of structure (height and width of structure on all sides).

### 3. Floor plans: (Required for any structures over 200 Square Feet, additions, and new homes).

- All proposed usable floor level area (including basements, attics, detached accessory structures, etc.)
- All areas to be demolished with proposed walls and existing walls indicated.
- All proposed rooms clearly identified and labeled for each floor level.
- Doors, windows, bay windows, chimney, stairways, etc.

Chapter 28 Zoning QR



**SIGHT CLEAR TRIANGLE**

