



10531 ALGOMA AVE NE - ROCKFORD, MI 49341-7108  
PHONE 616.866.1583 - FAX 616.866.3832  
www.algomatwp.org

|                                     |
|-------------------------------------|
| OFFICE USE                          |
| Parcel: 41-06-_____ - _____ - _____ |
| Permit Approved: _____              |
| Permit Number: _____ - _____ - ZC   |

## ZONING COMPLIANCE PERMIT APPLICATION

\*\*\*A Zoning Compliance Permit must be obtained and approved by the Algoma Township Zoning Administrator before a Building Permit will be issued by Imperial Municipal Services\*\*\*

Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Location Address: \_\_\_\_\_

### OWNER INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (work/cell/home?) \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### APPLICANT INFORMATION: If different from Owner Info. (i.e. Builder, architect, engineer, sign comp.)

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (office, cell?) \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Permit Requested For: (Circle all that apply)

|       |                   |                |      |      |            |
|-------|-------------------|----------------|------|------|------------|
| House | Existing/Addition | Accessory Bldg | Pool | Deck | Demolition |
|-------|-------------------|----------------|------|------|------------|

Explanation of Request: \_\_\_\_\_

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

Planning/Zoning Department Office Hours:

Tuesday, Wednesday and Friday 8:30 – 4:30 (Winter) Friday 8:30 – 1:00 (Summer)

# ZONING PERMIT APPLICATION CHECKLIST

\*\*\*Please use a separate sheet of paper to draw a diagram (site plan) showing all of the following items:

## SITE PLAN

Yes No N/A

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1. Dimensions of the lot and acreage (all sides)
2. Location with distances to lot-lines of all existing and proposed structures
3. Dimensions and square footage (footprint) of all existing structures
4. Distance between all existing structures
5. Location of all roads and easements bordering or on the property.
6. Location of any power and gas lines on the property
7. Location of any lakes, rivers, streams or wetlands on or near the property
8. Are you in a flood plain district?
9. An arrow indicating the direction of North
10. **New Homes:** Driveway clearance of at least 12ft wide
11. **New Homes:** Survey of property showing exact build location
12. Sign and date site plan

## BUILDING

Yes No N/A

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1. Set of Building plans (If larger than 11 ½ x 14, provide a digital copy)
2. Show overall building height
3. Show building square footage
4. If accessory building:
  - a. Door height \_\_\_\_\_ ft.
  - b. Eave wall height \_\_\_\_\_ ft.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*Application will not be processed without complete information and signature**