



# ZONING PERMIT APPLICATION

### Instructions

Please complete the information requested below and attach a Site Plan following directions on reverse side.

Date Received \_\_\_\_\_

Zoning Permit # \_\_\_\_\_

## APPLICANT INFORMATION

Name(s) \_\_\_\_\_ Address \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_

## PROPERTY LOCATION OR DESCRIPTION

Address \_\_\_\_\_

### A. Proposed Structure or Land Use (check ALL that apply)

New Residential \_\_\_\_\_ Addition to Main Structure \_\_\_\_\_ Commercial \_\_\_\_\_ Sign \_\_\_\_\_  
Porch \_\_\_\_\_ Deck \_\_\_\_\_ Fence \_\_\_\_\_ Pool \_\_\_\_\_ Attached Garage \_\_\_\_\_ Shed \_\_\_\_\_  
Detached Garage \_\_\_\_\_ Other (describe) \_\_\_\_\_

Type of Construction: (a) Site Built \_\_\_\_\_ (b) Pre-Fabricated \_\_\_\_\_ (c) Other \_\_\_\_\_

### B. Dimensions of Existing Structure(s)

Height (ft) \_\_\_\_\_ Stories \_\_\_\_\_  
Length (ft) \_\_\_\_\_ Width (ft) \_\_\_\_\_

### C. Dimensions of Proposed Structure or Land Use

Height (ft) \_\_\_\_\_ Stories \_\_\_\_\_  
Length (ft) \_\_\_\_\_ Width (ft) \_\_\_\_\_

### SIGNATURE OF APPLICANT \_\_\_\_\_

### DATE \_\_\_\_\_

An approved Zoning Permit must be presented to the Tuscola County Building Code Administrator, 207 E. Grant St. Caro, to obtain Building Permits. Call 989-672-3750 prior to your visit to see if a Building Permit is required. Before you dig, call MISS DIG for utility stakeout at 1-800-482-7171.

**\*\* Do Not Write Below This Line \*\***

Zoning District \_\_\_\_\_ Parcel # \_\_\_\_\_ Signs \_\_\_\_\_ Parking \_\_\_\_\_

Coverage \_\_\_\_\_ Flood Zone \_\_\_\_\_ Elevation \_\_\_\_\_ Elevation Certificate \_\_\_\_\_

Site Plan \_\_\_\_\_ Water Tap in Permit \_\_\_\_\_ Sewer Tap in Permit \_\_\_\_\_

Trucking Permit for Construction (\$750 deposit) \_\_\_\_\_ Inspection & Connection fee(water) \_\_\_\_\_

Inspection & Connection fee (sewer) \_\_\_\_\_

Comments: \_\_\_\_\_

Approved

Disapproved

\_\_\_\_\_  
DPW Superintendent

\_\_\_\_\_  
Date

Approved

This permit is good for 1 year from date of approval.

Disapproved

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

## ZONING PERMIT INSTRUCTIONS

To insure compliance with Zoning Ordinance provisions and set back requirements, a SITE PLAN must be submitted with all Zoning Applications. It may also be necessary to submit additional information depending on your location, proposed structure or land use. If you have questions or need assistance, contact City Hall Monday – Friday, 8:00 a.m. – 5:00 p.m., 286 E. Huron Avenue Phone: 823-8517, Fax: 823-3351.

### SITE AND CONSTRUCTION PLAN INFORMATION

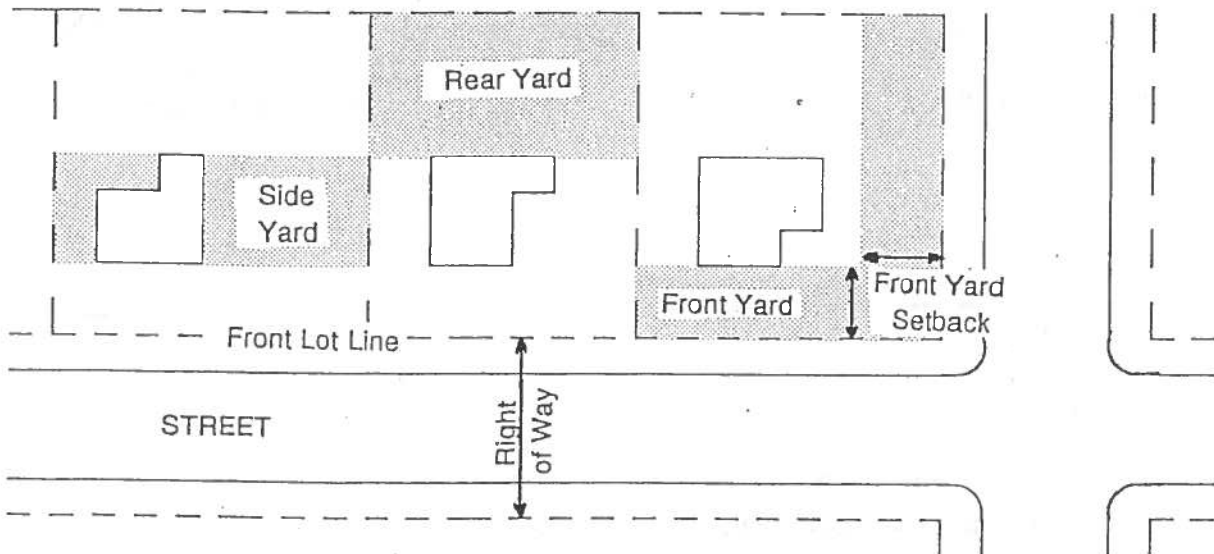
- For Residential Zones:
- 1) New Construction: submit plans drawn to scale which show construction methods, interior floor plan, and external visual appearance.
  - 2) the property dimensions drawn to scale (feet & inches) with all existing and proposed land uses.
- For All Other Zones: Contact City Hall for Site Plan requirements and Plan Review Procedures.

### FLOOD PLAIN MANAGEMENT PERMIT

Some areas of the City are prone to flooding and may come under the provisions of the Flood Plain Management Ordinance. In these areas additional requirements or restrictions may apply and a Flood Plain Management Permit may also be required.

### YARD AND BUILDING LINE SETBACK GUIDELINES

The Zoning Ordinance regulates the location of structures and other land uses based on Yard and Setback requirements. The drawing below should be used as a guide in preparing your Site Plan.



**Sec. 86-578. Porches.**

An open, unenclosed and uncovered porch or paved terrace may project into a front yard for a distance not exceeding ten feet. This does not include or permit fixed canopies.

(Code 1983, § 5.138)

**Sec. 86-579. Projection into yards.**

Architectural features, not including vertical projections, may extend or project into a required side yard not more than two inches, for each one foot of width of such side yard; and may not extend or project into a required front yard or rear yard more than three feet.

(Code 1983, § 5.139)

**Sec. 86-580. Fences, walls, and hedges.**

Fences are permitted or required, subject to the following:

- (1) Fences on all lots of record in all residential districts which enclose property, and/or are within a required side or rear yard, shall not exceed six feet in height, measured from the surface of the ground, and shall not extend toward the front of the lot nearer than the front of the house or the required minimum front yard set back, whichever is greater.

No wall or hedge planting shall exceed a height of three (3) feet within any residential front yard. Clear vision fences are permitted in front yards, but shall not exceed four (4) feet in height. On a corner lot or parcel, no fence, wall, or planting shall be allowed except as may be permitted by the zoning administrator who shall be reasonably assured that such fence, wall, or planting will not interfere with traffic visibility across a corner.

- (2) Fences in residential districts shall not contain barbed wire, razor wire, or be charged with electricity in any fashion.
- (3) Fences in commercial and industrial districts shall not exceed eight (8) feet in height measured from the surface of the ground. Provided, however, that upon application and good cause shown the Planning Commission may authorize suitable fencing of any height the Commission determines to be reasonable under the facts and circumstances presented by the applicant.

- (4) Fences in which public or institutional parks, playgrounds or public landscaped areas, situated within an area developed with recorded lots shall not exceed eight (8) feet in height, measured from the surface of the ground, and shall not obstruct vision to an extent greater than twenty-five percent (25%) of their total area.
- (5) A construction (fence) permit shall be secured prior to erection, construction, replacement or substantially repairing of any fence in any zoning district, other than on property used for agricultural purposes.
- (6) It shall be the obligation and sole responsibility of persons erecting fences in this City to determine the location of property lines. The zoning administrator may require proof that property lines have been established prior to issuance of a fence permit. The City shall not determine property or lot lines, and the issuance of a construction permit to erect a fence shall in no way be construed as a determination of the correct, valid or legal location for the fence, or prejudice, in any way, the rights of adjacent or abutting property owners.
- (7) Sight Zones: Within the limits of sight zones, fences, and hedges shall not exceed two (2) feet in height above grade, except that such restrictions shall not apply to clear vision fences. Such sight zones shall be determined as follows:
  - a. Street/Road Corners: The triangle formed by legs measured twenty-five (25) feet on each side of a street/road corner, measured from the intersection of the right-of-way lines.
  - b. The right triangles formed on each side of driveways, measured ten (10) feet along the property line or right-of-way line for one leg, and the outside edge(s) of the driveway for the other leg.
- (8) Fence material shall be painted or stained with a uniform color on both sides and the finished side of the fence shall face out. *new*

(Code 1983, § 5.140; Ord. No. 79FF, § 1, 10-27-97)

#### **Sec. 86-581. Access through yards.**

For the purpose of this chapter, access drives may be placed in the required front or side yards so as to provide access to rear yards and/or accessory or attached structures. These drives shall not be considered as structural violations in front and side yards. Further, any walk, terrace or other pavement serving the like function, and not in excess of nine inches above the grade upon which placed, shall for the purpose of this chapter not be considered to be a structure, and shall be permitted in any required yards.

(Code 1983, § 5.141)

**ARTICLE XII. SCHEDULE OF REGULATIONS; SUBDIVISION OPEN SPACE PLAN**

**Sec. 86-446. Height, bulk, density and area use restrictions.**

The schedule of height, bulk, density and area use regulations is as follows:

Use District	Minimum Lot		Maximum Height Of Structures		Front	Minimum Yard Setback (per lot in feet)			Minimum Floor Area Per Unit (square feet)	Maximum Percentage of Lot Area Covered By All Buildings
	Area in Square Feet*	Width in Feet	In Stories	In Feet		Sides**		Rear		
						Least One	Total of Two			
RA-1 one-family residential	7,200 (1) (2)	60	2 ½	30	25	6(2), (3)	15(3)	35(2)	900	30
RA-2 one-family and two-family residential	(1) (2) 9,600	80	2 ½	30	25	8(2), (3)	20(3)	35(2)	1,400	30
RA-3 one-family residential	(2) 12,000	100	2 ½	30	40(2)	10(2), (3)	25(3)	35(2)	2,000	30
RM-1 multiple-family Residential	7,200	--	3	35	40	10	25	35	(4)	30
RM-2 multiple family residential	7,200	--	3	35	40	10	25	35	(4)	30
OS office service	--	--	2 ½	35	25 (5)	6(6), (7)	6(6), (7)	(7), (8)	None	(9)
B-1 central business	--	--	4	50	None	(7)	(7)	(7), (8)	None	(9)
B-2 general business	--	--	2 ½	35	25(2), (5)	6(6), (7), (10)	6(6), (7), (10)	(7), (8), (10)	None	(9)
I-1 light industrial	--	--	2 ½	35	25(2), (7), (12)	50 (7), (11)	65 (7), (11)	(7), (11), (13)	None	(9)
I-2 heavy industrial	--	--	3	40	25(2), (5), (12)	75, (7), (11)	100(7), (11)	(7), (11) (13), (15)	None	(9)

OFFICE OF  
**TUSCOLA COUNTY DRAIN COMMISSIONER**

COUNTY COURTHOUSE

440 N. STATE STREET

CARO, MI 48723

Phone (989) 672-3820

Fax (989) 673-3497

email: [drain-commissioner@tuscolacounty.org](mailto:drain-commissioner@tuscolacounty.org)



**ROBERT J. MANTEY**  
Drain Commissioner  
Cell Phone (989) 553-3824

*Office Day Wednesday*

February 22, 2010

RE: County Drain Right-of-Ways

Dear Property Owner,

**This is to inform you that it is your responsibility to contact the Drain Commissioner's office about your zoning request.** Please call, e-mail, fax or stop in with your **property tax ID#**. A plot plan map is also helpful. Our office will let you know if you have a county drain on your property and what right-of-ways are present.

Most drain right-of-ways are a legal recorded easement for the purpose of maintaining a county drain. They can vary from 10 feet to 250 feet from the center of the drain. Title company searches sometimes do not find these documents in their search. **Any obstruction, such as buildings, fences, grain bins, fertilizer storage, ponds, driveways, etc. are not allowed in the drain right-of-way without written permission from the Drain Commissioner.** Below is a portion of the drain code explaining encroachments:

Michigan Drain Code of 1956, as amended, **Section 280.85**: Any use of the right-of-way which will interfere with the operation of the drain or will increase the cost to the district of performing any of its work thereon is deemed to be inconsistent with the district's easement. Any landowner who violates any of the above provisions shall be subject to the penalties provided in section 421 of this act.

Michigan Drain Code of 1956, as amended, **Section 280.421**: Whenever any person shall obstruct any established drain, it shall be the duty of the commissioner to cause such obstruction to be removed. The person causing such obstruction shall be liable for the expense attendant upon the removal thereof, together with the charges of the commissioner, and the same shall be a lien upon the lands of the party causing or permitting such obstruction, and all of the expense shall by the commissioner be reported to the board of supervisors, together with the report of his doings in the premises, and by said board ordered spread upon the land of the offending party, should the same remain unpaid: Provided, That the offending party causing such obstruction shall be given a notice in writing of at least 5 days to remove such obstruction.

Our contact information is listed below:

Phone # 989-672-3820

e-mail [drain-commissioner@tuscolacounty.org](mailto:drain-commissioner@tuscolacounty.org)

Fax # 989-673-3497

Location - Tuscola County Courthouse, Basement

Sincerely,

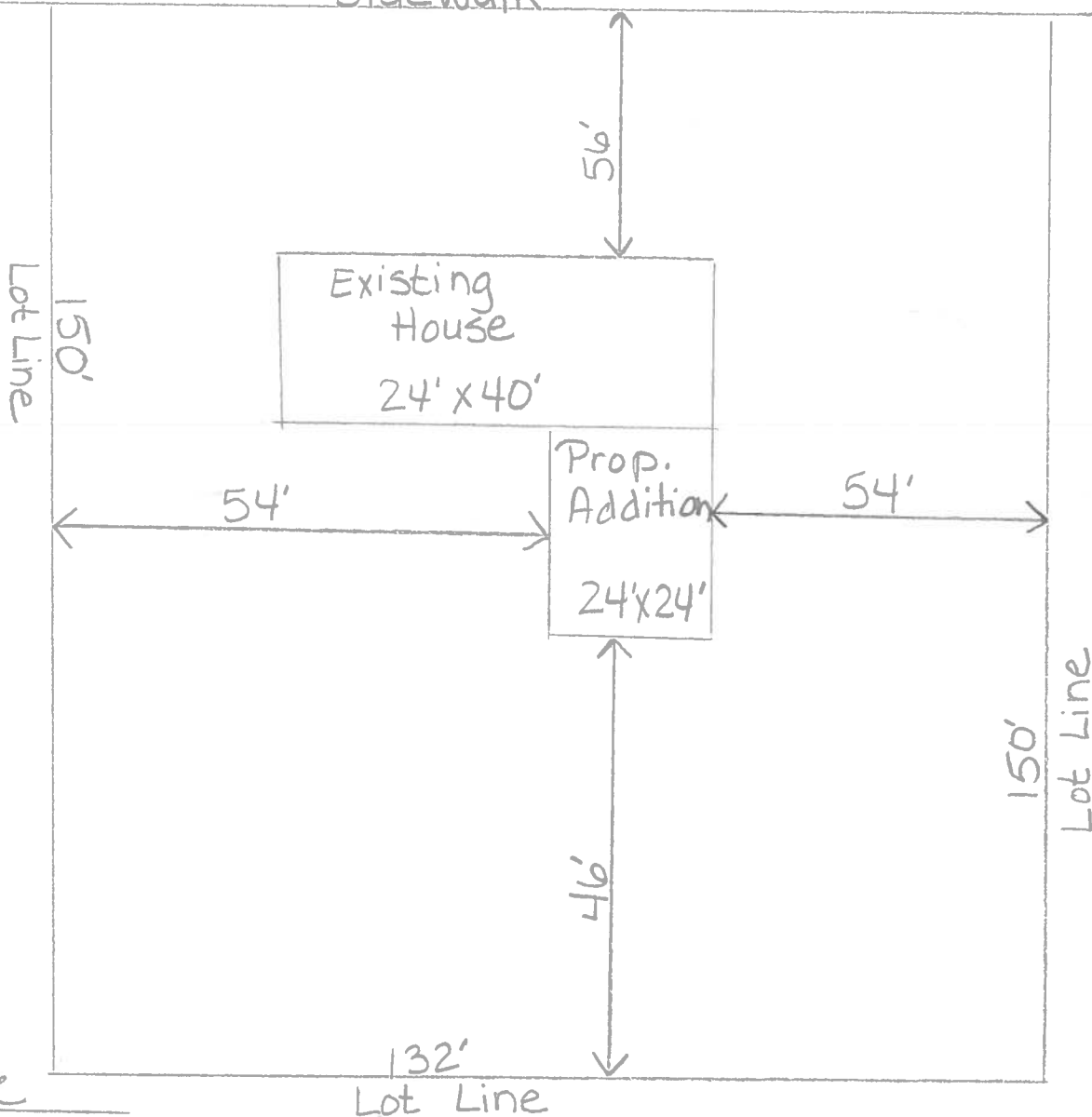
Robert J. Mantey

Tuscola County Drain Commissioner

# Sample Site Plan

Street Name

Sidewalk



↑ North

John Doe  
Signed  
6-14-01  
Date