



# APPLICATION FOR ZONING COMPLIANCE PERMIT

Village of Middleville, PO BOX 69, 100 E. Main St., Middleville, MI 49333

Contact: Brian Urquhart, Zoning Administrator

Phone: 269-795-3385

Fax: 269-795-8889

Email: [urquhartb@villageofmiddleville.org](mailto:urquhartb@villageofmiddleville.org)

PERMIT: # \_\_\_\_\_ - \_\_\_\_\_

FEE: \_\_\_\_\_

DATE: \_\_\_\_\_

PCI

Assessor

## INSTRUCTIONS

- Please print legibly and provide all information requested. Incomplete or illegible applications may be returned.
- Include a site plan drawing of your proposed construction along with applicable permit fees and sewer or water connection fees.
- All fees must be paid before a permit can be issued.
- Submission of a formal plan may be required depending on the nature of your project.
- Please consult the Village Code of Ordinances at our website [www.villageofmiddleville.org](http://www.villageofmiddleville.org) for details on these and other regulations governing your proposed project. Note that proper review of Zoning Permit Application takes time. Accordingly, please allow up to five business days for your application to be reviewed by Village staff.

Each new building or addition may require a building permit. These permits are issued by Professional Code Inspectors, Inc. (PCI), located in Hastings, MI. (See attached information sheet) PCI will not issue a building permit before a completed and approved Zoning Permit Application is received for the project.

**\*\*CALL MISDIG! You must first have all buried utility lines staked via MISDIG at 800-482-7171\*\***

## PROPERTY OWNER INFORMATION

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

## CONTRACTOR INFORMATION

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Contractor License # \_\_\_\_\_

## PURPOSE OF APPLICATION

### PURPOSE (Check One)

\_\_\_ New Construction \_\_\_ Remodel \_\_\_ Demolition \_\_\_ Deck \_\_\_ Pool \_\_\_ Other

### OCCUPANCY

\_\_\_ New Dwelling \_\_\_ Addition to dwelling \_\_\_ Residential Accessory Building-Detached  
\_\_\_ Agricultural Building for housing animals \_\_\_ Attached Garage \_\_\_ Fence \_\_\_ Other: \_\_\_\_\_

CONSTRUCTION STYLE: \_\_\_ Traditional Frame \_\_\_ Pole \_\_\_ Modular

SIZE OF BUILDING: Width \_\_\_\_\_ Depth \_\_\_\_\_

**DWELLING:** [state floor area in sq. ft]: 1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_

**STYLE OF BUILDING:** \_\_\_\_\_ 1 Story \_\_\_\_\_ 2 Story \_\_\_\_\_ Multi-Level

**BASEMENT:** \_\_\_\_\_ Conventional \_\_\_\_\_ Walk-out \_\_\_\_\_ Slab

**ROOF TYPE:** \_\_\_\_\_ gambrel \_\_\_\_\_ gable \_\_\_\_\_ mansard \_\_\_\_\_ hip \_\_\_\_\_ shed \_\_\_\_\_ A-frame \_\_\_\_\_ flat

**BUILDING HEIGHT:** \_\_\_\_\_ feet

**PROPERTY AND BUILDING SITE INFORMATION**

Parcel Tax ID # **08-41-** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Wetlands Present? \_\_\_\_\_ yes \_\_\_\_\_ no

Building Site Address: \_\_\_\_\_ Overlay District: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Proposed Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side 1: \_\_\_\_\_ Side 2: \_\_\_\_\_

Required Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side 1: \_\_\_\_\_ Side 2: \_\_\_\_\_

**APPLICATION FOR ZONING COMPLIANCE PERMIT MUST INCLUDE:** Applicant assumes responsibility for all measurements in regards to setbacks. The Village inspection is based solely on information supplied by applicant.

- Scaled drawing or survey of property and proposed improvement showing the following:
  - Dimensions of property
  - All roads adjacent to property indicating private or public
  - Existing easements
  - Lakes and streams
  - All structures
  - Distance from buildings to property line
  - Dimensions of proposed building
- Water and Sewer connection fees
- Copy of house plans if new dwelling or residential addition

**PROOF OF OWNERSHIP**

\_\_\_\_\_ Deed \_\_\_\_\_ Assessment/Tax Records \_\_\_\_\_ Other (\_\_\_\_\_)

**WATER AND SEWER CONNECTIONS:** Does this project involve tapping into Village sewer and water mains?

(Sewer connection is required for all principle buildings and selected accessory buildings, if located within 200 feet of an existing sanitary sewer line.)

Sewer: \_\_\_\_\_ Water: \_\_\_\_\_

**ATTEST**

By signing below, I represent in good faith that I am the legal owner of the subject property described in this application and that the information provided in this application and accompanying supporting materials is true and accurate to the best of my knowledge. I understand that failure to comply with the representations, terms and conditions of the permit shall be cause for this permit to be revoked by the Village of Middleville. I also give permission for the Zoning Administrator to access the subject property exterior grounds to conduct reasonable zoning compliance inspections during regular Village business hours.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Please return completed forms to: Attn: Zoning Administrator  
Village of Middleville  
PO Box 69  
100 E. Main St.  
Middleville, MI 49333

Please contact the Zoning Administrator at (269) 795-3385 at Village Hall if you have any questions about the zoning permit process, need help filling out this application, or if you are in need of further assistance.

\*\*\*\*\***For Use by Zoning Administrator**\*\*\*\*\*

Permit Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Application Fee Amt Paid: \_\_\_\_\_ Memo: \_\_\_\_\_

Sewer Tap Fee Amt Paid: \_\_\_\_\_ Memo: \_\_\_\_\_

Water Tap Fee Amt Paid: \_\_\_\_\_ Memo: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_ Memo: \_\_\_\_\_

- Form 78-46 sent to Village Inspection Staff Member
- Copy of Site Plan given to DPW Director:      Mailbox      Hand Delivered      \_\_\_\_\_
- Form 78-46 returned from Village Inspection Staff Member
- Escrow Agreement
- Escrow Funds Received: Date: \_\_\_\_\_ Amt: \_\_\_\_\_ Initials: \_\_\_\_\_ Check #: \_\_\_\_\_

Zoning Permit Approved or Denied: \_\_\_\_\_

Conditions of Approval, Reasons for Denial, or other comments from Zoning Administrator:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date