

VILLAGE OF BALDWIN

Administrative Compliance Review

INSTRUCTIONS TO APPLICANT

A Zoning Permit must be obtained from the Zoning Administrator prior to construction or structural changes of any structure.

To obtain a Zoning Permit, a written application must be submitted to the Zoning Administrator at the Village offices. The appropriate fee must accompany the application. Every application for a Zoning Permit shall be accompanied by a site plan showing the actual shape and dimensions of the lot to be built upon, the location of all existing and proposed structures, and other information required by the Zoning Administrator. The following information is required:

1. Location of proposed buildings and sized dimensions;
2. Exact scaled measurements of setbacks of the proposed structure(s);
3. Locations of roads or easements of record;
4. A survey prepared by a land surveyor (for nonconforming lots);
5. Location of water, sewer and utility lines including connections to all buildings;
6. Location of all surface water features;
7. North arrow, scale, date, and name of individual preparing site plan.

If you have Zoning questions, contact Bob Toland, Zoning Administrator.

Phone: 616-204-3747

Email: tolandrctc@ameritech.net

IMPORTANT: A Zoning Permit is required in order to obtain a building permit. It will be your responsibility to ensure that all of the required information is provided to the Village. The Zoning Administrator will provide you with a copy of the zoning permit to take with you to obtain a building permit.

Applicant Name _____

Date _____

VILLAGE OF BALDWIN ZONING APPLICATION

Your application may require additional information. It is your responsibility to ensure that the application is complete. Applications will not be processed if incomplete. **All required materials must be submitted at least twenty-one (21) days before the next Planning Commission or Zoning Board of Appeals meeting.**

Type of application required:

Application No: _____

- _____ Rezoning _____
- _____ Site Plan Review _____
- _____ Special Land Use _____
- _____ Variance _____
- _____ Land Division (including Subdivisions and Site Condominiums)
- _____ Administrative Compliance _____
- _____ Other (describe) _____

APPLICANT INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Best Contact Number _____ **Email** _____

OWNER INFORMATION (If different than applicant, provide names and addresses of any other person having a legal or equitable interest in the property)

Name: _____

Address: _____

City, State, Zip: _____

Best Contact Number _____ **Email** _____

PROPERTY INFORMATION

Address/Location: _____

Permanent Parcel #: _____

Zoning District (Current): _____

The property is located between _____ street and _____ street on the
North South East West side of the street (circle one).

Property Size (Number of acres or property dimensions): _____

If platted provide lot(s) and block: _____

If unplatted provide **legal description** (may be on separate sheet attached to this application).

TYPE OF BUILDING

_____ Residential _____ Commercial _____ Multi-Family Residential _____ Other Structure

_____ Interior Renovation of Nonresidential _____ Telecommunications Tower

_____ Detached Accessory Building

GARAGE _____ Attached _____ Detached _____ Carport

ADDITION _____ Residential _____ Commercial _____ Swimming Pool _____ Demolition

_____ Sign _____ Relocation of Building _____ Other

Width _____ Feet X Length _____ Feet X Height _____

Total Square Feet _____ No. of Stories _____

Square Footage By Floor: 1st Floor _____ 2nd Floor _____ 3rd Floor _____ Basement _____

Garage _____ Porch/Deck _____

DESCRIPTION OF PROPOSED USE/REQUEST (describe briefly the nature of your request, use additional pages as needed) _____

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Applicant's Signature: _____ Date: _____

I hereby grant permission for members and staff representing Village of Baldwin (Planning Commission) (Board of Appeals) (Village Council) to enter the above-described property (or as described in the attached) for the purposes of gathering information related to this application/proposal. *(Note to Applicant: this is optional, however, inability to inspect the property may affect the decision regarding your application/request/proposal).*

Applicant's Signature: _____ Date: _____

SITE PLAN

The following information is required:

1. Location of proposed buildings and sized dimensions;
2. Exact scaled measurements of setbacks of the proposed structure(s);
3. Locations of roads or easements of record;
4. A survey prepared by a land surveyor (for nonconforming lots);
5. Location of water, sewer and utility lines including connections to all buildings;
6. Location of all surface water features;
7. North arrow, scale, date, and name of the individual preparing site plan.

Please provide an accurate representation of your request.

UTILITY CHECK LIST
DEMOLITION PERMIT

Proof of utility disconnection is mandatory prior to issuing a demolition permit.

ELECTRIC:

Provider _____

Date of disconnect _____

Verified: Yes _____ No _____

GAS:

Provider _____

Date of disconnect _____

Verified: Yes _____ No _____

WATER/SEWER:

Provider _____

Date of disconnect _____

Verified: Yes _____ No _____

All underground utility lines must be located/marked before work can begin.
Call MISS DIG at 811 to request a free utility location marking service.

Most requests are completed by MISS DIG within 72 hours.

APPLICANT SIGNATURE: _____ DATE: _____

Name: _____

Permit Number: _____

ZONING PERMIT

VILLAGE OF BALDWIN
LAKE COUNTY, MICHIGAN

Fee \$ _____

Date _____

This zoning permit is for a proposed:

() New () Alteration () Addition () _____

Address: _____ (or Lot
No., subdivision as applicable)

Type of building _____ Overall size _____ Estimated construction value _____

Conditions:

Additional Comments:

I hereby certify that the purpose for which this permit is granted will conform to zoning ordinances.

➤ **Signed:** _____

*****PLEASE SIGN ABOVE ONLY*****

Approved by: _____ Date approved: _____

ZONING ADMINISTRATOR

Expiration Date: _____

THIS IS A ZONING PERMIT ONLY. A BUILDING CONSTRUCTION PERMIT MUST BE OBTAINED FROM THE APPROPRIATE COUNTY OFFICIAL.