



# City Of Luna Pier

Monroe County, Michigan

4357 Buckeye, P.O. Box 375, Luna Pier, MI 48157 - 734-848-6495

## ZONING PERMIT APPLICATION

(References to "Section" and "Article" refer to the City of Luna Pier Zoning Ordinance. They are provided to assist the applicant. The references highlight parts of the Ordinance that may be applicable but do not necessarily identify all parts that apply.)

**Important Notice to Applicants:** This application must be completed in full and the required number of copies submitted to the Zoning Administrator (see #15). All questions must be answered completely. If additional space is needed, number and attach additional sheets. Approval of this application is required before a Zoning Permit can be issued. The erection of a building or structure, or excavation for any building or structure, any non-residential change in occupancy, prior to the issuance of a Zoning Permit is a violation of the Zoning Ordinance.

### 1) APPLICANT:

Name	Street Address	City / State / Zip Code	Telephone #
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### 2) Applicant's Interest in Property: Owner Lessee Buy Option Other/Specify:

### 3) Property Address: \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ Roads

### 4) Legal Description (attach sheet if necessary)

### 12) This application is made for a:

Refer to Article 17 to determine whether the proposed use/building is classified as a "Use Permitted by Right," "Special Land Use," or "Accessory Use/Building," according to the District in which it is to be located.

(check **all** that apply)

	New	Addition or Alteration
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5) Tax Parcel #:	Dwelling	<input type="checkbox"/>	<input type="checkbox"/>
6) Zoning District:	Temporary Dwelling	<input type="checkbox"/>	<input type="checkbox"/>
7) Parcel Acreage:	Principal Permitted Use (other than Dwelling)	<input type="checkbox"/>	<input type="checkbox"/>
8) Present Use:	Specify:		
9) Is parcel in a: <input type="checkbox"/> platted subd. <input type="checkbox"/> condo. subd. If "yes", subd. name:	Subdivision Development Platted Subd. <input type="checkbox"/> Yes <input type="checkbox"/> No Condominium Subd. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
10) Deed restrictions on parcel: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cluster Housing Option Subdivision	<input type="checkbox"/>	<input type="checkbox"/>
11) Names, addresses, phone #s of all other persons, firms or corp. having legal or equitable interest in the land:	Special Land Use Specify:	<input type="checkbox"/>	<input type="checkbox"/>
a)	Accessory Bldg./Shed/Garage (Article 21) On Home Parcel <input type="checkbox"/> Across the Street <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Other Accessory Use/Bldg. (Article 21)	<input type="checkbox"/>	<input type="checkbox"/>
c)	Fence/Wall (Article 25)	<input type="checkbox"/>	<input type="checkbox"/>
	Site Plan Review (Article 30)	<input type="checkbox"/>	<input type="checkbox"/>
d)	Sign (Art. 24)	<input type="checkbox"/>	<input type="checkbox"/>
	Change of Occupancy (C of O) Specify:	<input type="checkbox"/>	<input type="checkbox"/>
	Other Specify:	<input type="checkbox"/>	<input type="checkbox"/>

### FOR CITY OFFICIAL USE ONLY

Application Number:	Tax Parcel Number:
Date Received:	Date of Final Action: - -
Fee Paid	Receipt #
1)	
2)	
3)	
Notes:	Final Action Taken: (circle as appropriate)
	Approved                      Approved with Conditions                      Denied

**13) Detailed Description:** Provide a detailed description of the proposed actions being applied for, including any proposed uses of land and/or proposed uses of existing and new buildings. If a commercial or industrial use is being proposed, include information on the number of total employees, employees per shift, principal products for sale or manufacture, hours of operation, anticipated truck/delivery traffic, and related operational characteristics. Attach additional sheets as necessary.

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**14) If the parcel or any existing structure(s) are nonconforming, describe each nonconformity** (see Article 9). These nonconformities may apply to such things as, but not limited to, building setbacks, lot area, and lot width.

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**15) SUPPORTING DOCUMENTS:** The following applicable materials must be submitted along with this application form when applying for a Zoning Permit:

**A. Plot Plan: For Single Family and Related Projects (Sec. 2603).** Plot Plan approval is required prior to the issuance of a Zoning Permit, such as single-family dwellings. If Plot Plan approval for the applicant’s project is required by Section 2603, the applicant shall submit at least 3 copies of both this completed application form and a Plot Plan prepared according to Sec. 2603.

**B. Site Plan:** Article 30 identifies the Uses for which Site Plan approval is required prior to the issuance of a Zoning Permit, such as commercial , industrial uses and subdivisions. If Site Plan approval is required for the applicant’s project by Article 30, the applicant shall submit at least 12 copies of both this completed application form and a Site Plan according to Article 30.

**C. Special Land Uses:** Article 17 identifies what uses are classified as “Special Land Uses,” according to each District. If special land use approval is required according to the particular District in which the parcel is located, the applicant must submit at least 12 copies of this completed application form and a Site Plan according to Article 30. Article 31 identifies general standards for the review of special land use applications. The applicant is encouraged (not required) to submit written documentation to support the application according to these standards.

**D. Planned Unit Development (PUD):** Article 15 presents the principal provisions applicable to PUD developments. If the applicant is applying for approval of a PUD development, the applicant must submit at least twenty (12) copies of the following: a) this completed application form; b) a Site Plan according to Article 30 c) other supporting documents as required by Article 15.

**E. Subdivision Project:** Articles 4, 5, and 6 presents the principal provisions applicable to residential development for designing subdivision/condominium projects. If the applicant is applying for approval, the applicant must submit at least 12 copies of the following: a) this completed application form; b) a Site Plan according to Article 30, c) Plat or Site Condo layout, d) Master deed, e) all other documents required by the Zoning Ordinance/Code.

**F. Proof of Property Ownership:** The applicant must attach proof of ownership of the property subject to the application, such as a tax bill or property deed, or other evidence of interest in the property.

**G. Deed Restrictions:** The applicant must attach a copy of all existing deed restrictions impacting the property.

**16) Escrow Fee:** Most large or non-residential projects will require escrow fees to cover the costs for outside review, engineering, inspection, legal fees, etc. The applicant is responsible for paying all additional administrative, consultant and outside fees that the escrow deposit does not cover. The City of Luna Pier, at its discretion, may require additional escrow fees as they deem it necessary. Escrow fees shall be deposited before any review is scheduled in the minimum amount of \$1,500.00, unless other terms are approved by the City. \*Escrow amount may be more or less and shall be determined as needed by the Zoning Official or Clerk depending on the scope, complexity, and probable need for outside review of the project.

**17) AFFIDAVIT:** I (we) the undersigned affirm that the foregoing answers, statements, and information are in all respects true and correct to the best of my (our) knowledge and belief. I (we) the undersigned understand that the Zoning Permit applied for, if granted, is issued on the representations made herein and that any Zoning Permit or Building Permit subsequently issued may be revoked because of any breach of representations or conditions, or because of the lack of continued conformance with Zoning Ordinance requirements.

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Applicant Signature(s)	Date	Property Owner’s(s) Signature(s) (if different than applicant)	Date
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