



10531 Algoma Ave NE Rockford, MI 49341-7108

[www.algomatwp.org](http://www.algomatwp.org)

OFFICE USE

Parcel: 41-06-\_\_\_\_\_

Date Approved: \_\_\_\_\_

Permit Number: P - \_\_\_\_\_ - ZC

## **ZONING COMPLIANCE PERMIT APPLICATION**

**Fee Required \$25.00**

**\*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:** \_\_\_\_\_

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

**Owner Information:**

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

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

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**Applicant Information:** (If different from Owner Info, I.E. Builder, Architect, Engineer, Sign Comp.)

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

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

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

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**Permit Requested for:** (circle all that apply)

|       |          |                 |              |            |       |
|-------|----------|-----------------|--------------|------------|-------|
| House | Addition | Accessory Bldg. | Pool or Deck | Demolition | Other |
|-------|----------|-----------------|--------------|------------|-------|

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

\_\_\_\_\_

# **Zoning Permit Application Checklist**

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

## **Site Plan:**

Please use a separate sheet of paper to draw a diagram (plot plan) showing all of the following items or include a formal site plan:

Yes    No

|                          |                          |                                                                                 |
|--------------------------|--------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Dimensions of the Lot and Acreage (All Sides) ex. Land Survey Map            |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Location with distances to lot-lines of all existing and proposed structures |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Dimensions and square footage (Footprint) of all existing structures         |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Distance between all existing structures (min. 10ft)                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Location of all roads and easements bordering or on the property             |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Location of any power and gas lines on the property                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Location of any lakes, rivers, streams, or wetlands on or near the property  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Are you in a flood plain district?                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. An arrow indicating the direction of North                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. NEW HOMES: Driveway clearance of at least 12ft wide                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. NEW HOMES: Survey of property showing exact build location                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Sign and date site plan                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Digital Site Plan                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Proof of Ownership.                                                         |

## **Building:**

Yes    No    N/A

|                          |                          |                          |                                                                         |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Set of building plans (If larger than 14x14, provide a digital copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Show overall height of structure from foundation to peak             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Show building square footage                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. If an accessory building, show door height and eave wall height      |

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

**Payment of \$25.00 due at time of submission (circle method of payment): check/cash**

Signature of payment processor:

\*If additional information is required, a two-week holding period is given to the applicant to submit required information. After two weeks the application will be denied, no refunds.

Planning/Zoning Department Office Hours:

Tuesday-Thursday 8:30 AM – 4:30 PM; Friday 8:30 AM – 1:00 PM

Zoning Administrator Direct Line: 616-433-1425, Email: [pzadmin@algotatwp.org](mailto:pzadmin@algotatwp.org)

[www.algotatwp.org](http://www.algotatwp.org)

(Revised 05/30/2023)