

**CITY OF MARQUETTE**  
**ZONING COMPLIANCE PERMIT APPLICATION**



CITY STAFF USE			
Parcel #:		File #:	
Date Submitted:	Fee:	Rec#:	Ck#:

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, AND NO WORK MAY COMMENCE UNTIL THIS APPLICATION IS APPROVED.**

**FEE SCHEDULE**

<b>New Single Family or Duplex Dwelling</b>	\$160	<b>Demolition Permit:</b>	
		Residential Structure	\$130
<b>Residential Interior Remodel</b>		Residential Accessory Structure	\$75
Up to 250 sq. ft.	\$50	Non-residential Structure	\$130
Over 250 sq. ft.	\$70		
<b>Additions, Alterations or Accessory:</b>		<b>PUD Commercial Phased Development, New Commercial, ≥3-unit Residential</b>	\$110
Structure and Paving 250 sq. ft. or less	\$135	<b>PUD Residential Phased Development, New Single-family or Duplex Residential</b>	\$85
Structure and Paving over 250 sq. ft.	\$135	<b>Zoning Compliance Fee included in the Special Land Use Permit, Variance, or Site Plan Review Application fees</b>	
<b>Commercial Interior Remodeling:</b>			
Up to 500 sq. ft.	\$220		
Over 500 sq. ft.	\$225		
<b>Commercial Alterations</b> (windows, façade, etc.)	\$135		

**If you have any questions, please call 228-0425 or e-mail [alanders@marquettemi.gov](mailto:alanders@marquettemi.gov). Please refer to [www.marquettemi.gov](http://www.marquettemi.gov) to find the following information:**

Excerpts from the Land Development Code

- [Section 54.1401 Zoning Permits and Zoning Compliance Review](#)
- [Article 3 Zoning Districts and Map](#)
- [Article 4 Schedule of Regulations](#)
- [Any other Article or Section applicable to your proposal](#)

Ordinance #678 for Demolition of Buildings

PROPERTY OWNER
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
E-mail: _____

APPLICANT
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
E-mail: _____

**PROJECT IDENTIFICATION**

Property Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**DESCRIPTION OF PROJECT (proposed structures and dimensions including stairs, building style and materials, ultimate ownership, proposed phases and timelines for work, etc.):**

**EXISTING CONDITIONS:**

Current Use(s) & Occupancy: \_\_\_\_\_

Parcel Size (width and length): \_\_\_\_\_

Square footage of Existing Building(s): \_\_\_\_\_

**PROPOSED CONDITIONS AND STRUCTURE(S):**

Total area of parcel being disturbed (including lawns): \_\_\_\_\_

Square footage of structure(s): \_\_\_\_\_

Height of structure(s): \_\_\_\_\_

Number of floors/stories: \_\_\_\_\_

Finished Floor Elevation: \_\_\_\_\_

Elevation at the curb cut for driveway: \_\_\_\_\_

Impervious Surface Coverage Percentage: \_\_\_\_\_ **(Note: single-family & two-family uses only)**

**Impervious Surface:** Any surface that cannot be effectively and easily penetrated by water, thereby resulting in runoff. Examples include, but are not limited to, "Lot Coverage" (as defined in this Ordinance) and any material (asphalt, concrete, compacted stone and gravel, etc.) used in roads, driveways, decks, terraces, patios, porches, or sidewalks that cannot be effectively and easily penetrated by water. Impervious surfaces shall exclude roads, driveways, and sidewalks that are composed of materials that will allow infiltration and prevent runoff, such as permeable pavers, permeable pavement, or crushed stone or pea stone that does not bind. The definition of an impervious surface shall also exclude decks, terraces, patios, or porches that are composed of pervious materials and/or designed to allow for easy infiltration and underlain with materials that will allow infiltration and prevent runoff. Natural and artificial water bodies, including swimming pools, shall not be classified as impervious surfaces.

**Please Note:**

- **Pages 1 and 2, must be completed by all uses.**
- **Single-Family or Two-Family Residential Uses** - please fill out page 3, skip page 4, fill out page 5, skip page 6, and fill out page 7.
- **Multiple Family, Non-residential, or Mixed-Uses** - please skip page 3, fill out page 4, skip page 5, fill out page 6 (if applicable), fill out page 7, and fill out and submit the other applicable City applications. Also, please provide the correct number of hard copy sealed site plans with your submittal.

# RESIDENTIAL

## (Single-Family or Two-Family)

### Proposed Construction and Use (check all that apply)

#### Single-Family

New            Alteration            Addition

Paving/hard surface addition

Interior remodeling (**See Int. Rem. Box**)

Accessory Structure (**See Acc. Struct. Box**)

Demolition (**See Demolition Box**)

#### Two-Family

New            Alteration            Addition

Paving/hard surface addition

Interior remodeling (**See Int. Rem. Box**)

Accessory Structure (**See Acc. Struct. Box**)

Demolition (**See Demolition Box**)

#### Heat

Gas (forced air)            Gas (hot water)

Electric            Wood

Other \_\_\_\_\_

### Basement Use

Storage            Bedroom(s)            Bathrooms

Laundry            Other \_\_\_\_\_

No Basement

Crawl Space            Slab

### Interior Remodeling

No Use Change

Use Change: \_\_\_\_\_

\_\_\_\_\_

### Accessory Structure Use

Type of Accessory Structure:

Detached Garage

Shed

Detached Carport

Other \_\_\_\_\_

Describe proposed use of the structure: \_\_\_\_\_

\_\_\_\_\_

What utilities (are/will be) available in the accessory structure?

Electricity

Water

Sewer

Heat

Gas (forced air)

Gas (hot water)

Electric

Wood

Other \_\_\_\_\_

### Demolition

The demolition of buildings must meet Ordinance #678, please click on the following link:  
<https://www.marquettemi.gov/wp-content/uploads/2019/05/ord678.pdf>

# MULTIPLE FAMILY, NON-RESIDENTIAL, OR MIXED-USES

## Proposed Use

Multiple Family (3 residential units or more): # of units \_\_\_\_\_

Non-Residential (Please state all uses): \_\_\_\_\_

Mixed-Use (Please state all uses): \_\_\_\_\_

## Proposed Construction (Please Check all that apply)

New                      Alteration                      Addition                      Commercial Interior remodeling

Demolition - must meet Ordinance #678, please click on the following link:

<https://www.marquettemi.gov/wp-content/uploads/2019/05/ord678.pdf>

Residential Interior Remodeling: Increase from \_\_\_\_\_ units to \_\_\_\_\_ units

Re-paving of an off-street parking lot, provided there are no grading changes and no changes to the configuration of the parking lot layout.

### Accessory Structure

What utilities (are/will be) available in the accessory structure?

Electricity

Water

Sewer

Heat

Gas (forced air)

Gas (hot water)

Electric

Wood

Other \_\_\_\_\_

- ❖ Please review the Land Development Code, and more specifically, the following:
  - **SECTION 54.1402 SITE PLAN REVIEW, Figure 49. Required Review Process Based on Development Activity** to determine if the project requires site plan review, minor site plan review, or is exempt from site plan review.
    - If site plan review or minor site plan review is required:
      - A completed Site Plan Review application with the required number of hard copy site plans that are professionally sealed by an architect, engineer, or landscape architect indicating license in the State of Michigan is required with your submittal.
  - **SECTION 54.1403 SPECIAL LAND USE REVIEW**, if your project requires a Special Land Use Permit.
    - If Special Land Use review is required:
      - A completed Special Land Use Permit and Site Plan Review applications with the required number of hard copy site plans that are professionally sealed by an architect, engineer, or landscape architect indicating license in the State of Michigan is required with your submittal.
- ❖ For non-residential interior remodeling, two (2) copies of plans sized 24 inches by 36 inches shall be drawn to a scale acceptable to the Zoning Administrator and shall be sealed by a professional engineer or architect.
- ❖ If your project is exempt from site plan review and sealed 24" x 36" site plan, then you shall provide a plot plan of your proposal. Please fill out page 6.

# Single-Family or Two-Family Residential Uses

## PROVIDE A PLOT PLAN DRAWN TO SCALE

(attach a separate sheet if needed)

The following information must be shown on the plot plan:

- Show and label property lines and dimensions.
- Provide the North Arrow.
- Show and label adjoining rights-of-way, curb and pavement location and dimensions.
- Show and label all structures and dimensions.
- Show all structure setback distances from the property lines and between the structures.
- Show driveway location and dimensions and all parking spaces.
- Any other features that affect development (i.e. easements, rock outcrops, etc.)

The form consists of a large grid for drawing a plot plan. The grid is divided into four quadrants by a central vertical line and a central horizontal line. Each quadrant is a square grid of small squares, suitable for drawing property lines, structures, and other features to scale.

# Multiple Family, Non-Residential Uses, or Mixed Uses

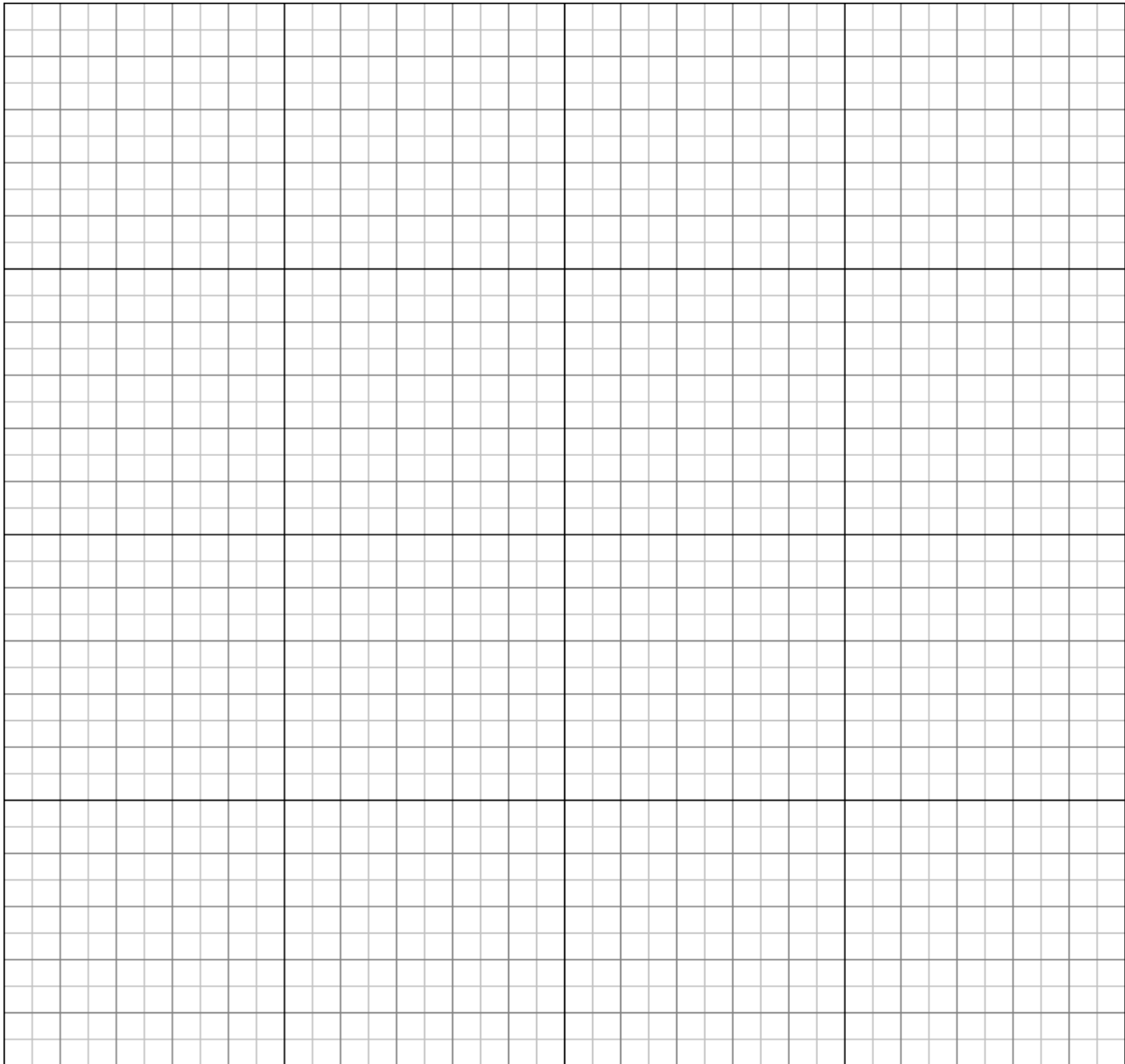
Only if proposal is exempt from Site Plan Review and sealed 24" x 36" site plans

## PROVIDE A PLOT PLAN DRAWN TO SCALE

(attach a separate sheet if needed)

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- Any other features that affect development (i.e. easements, rock outcrops, etc.)



## ZONING BASICS

- All construction requires zoning approval, whether or not a building permit is required by the Marquette County Building Codes Division. Please call 906-225-8180 to find out if you need a building permit.
- Assessing Staff will visit the property for tax purposes, as applicable.
- Businesses may need to be made accessible to the public and employees per the Americans with Disabilities Act and State Construction Code.
- **Setback:** The minimum required horizontal distance between the foundation of a building or other structure, excluding allowable projections and encroachments, and the lot line or right-of-way line.
- If the owner and/or builder does not know the exact location of the property lines, a surveyor should be consulted.
- Yard setbacks vary by zoning district and for corner lots. On corner lots, both street frontages are considered to be front lot lines for setback purposes; one of the remaining lot lines may be designated as a side lot line and the other as a rear lot line for purposes of establishing setbacks.
- Demolition of Buildings – Must meet Ordinance #678.
- The above stipulations and requirements are not all-inclusive; it is the applicant's and property owner's responsibility to review the Land Development Code for the applicable standards regarding the proposed project.
- When construction commences prior to obtaining a zoning compliance permit, citations for civil infractions may be issued. The Board of Zoning Appeals may require that a structure be moved or altered if it does not meet the requirements of the Land Development Code.

I, the undersigned **Property Owner**, have read and understand the above statements.

**PROPERTY OWNER SIGNATURE:** \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

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

### ADDITIONAL SIGNATURES

- The applicant acknowledges review of Section 54.1401 Zoning Permits and Zoning Compliance Review of the Land Development Code (available at [www.marquettemi.gov](http://www.marquettemi.gov) or at the Municipal Service Center).
- If a demolition is proposed, the applicant acknowledges review of Ordinance #678 – Demolition of Buildings, and that this ordinance will be adhered to. (See page 3 or 4 of permit for the website link.)
- The applicant authorizes the City Staff to inspect the property and verify compliance with this permit.
- The applicant acknowledges that the information in this application is correct and accurate.

**APPLICANT SIGNATURE:** \_\_\_\_\_

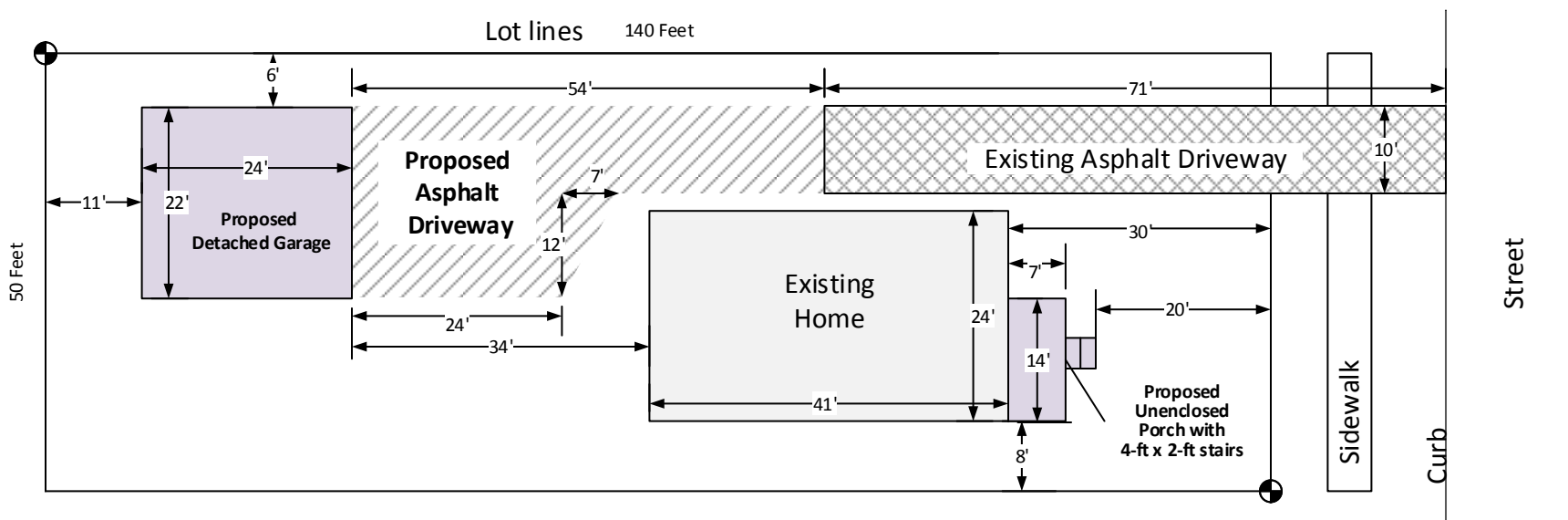
Date: \_\_\_\_\_

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

**OWNER SIGNATURE:** \_\_\_\_\_

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

# SAMPLE PLOT PLAN FOR YOUR REFERENCE



The following information must be shown on the plot plan:

- Show and label property lines and dimensions.
- Provide the North Arrow.
- Show and label adjoining rights-of-way, curb and pavement location and dimensions.
- Show and label all structures and dimensions.
- Show all structure setback distances from the property lines and between the structures.
- Show driveway location and dimensions and all parking spaces
- Any other features that affect development (i.e. easements, rock outcrops, etc.)