

# 6

## SKETCH PLAN REVIEW APPLICATION

Planning & Zoning Department – City of Escanaba

906-786-9402 – permits@escanaba.org – 410 Ludington St. Escanaba, MI 49829

### PROPERTY IDENTIFICATION

Address

Parcel #

**GENERAL.** All construction or addition to buildings in the City of Escanaba requires a zoning permit, whether a building permit is required or not. If you are unsure if you need a building permit, please call the Delta County Building & Zoning Department at (906) 789-5189. It is the responsibility of all parties involved to review the zoning ordinance for standards which may affect their project. These conditions are not exclusive.

**PROPERTY LINES.** It is the property owner's responsibility to know where their property lines are. The City Engineering Department may help locate and stake existing corner markers upon request. This service is not a legal survey and is not guaranteed to be accurate. The City assumes no responsibility for property corner markings, measurements, or errors thereof. If better accuracy is desired, contact a surveyor for a legal survey.

**SETBACKS.** A setback is the minimum distance required between a lot line (property line) and a building's wall or roof edge. There are some exceptions, but no new building or addition may violate these distances. Setbacks differ from one zoning district to another, and from lot to lot. On corner lots or through lots, all street-side lot lines are considered front lot lines, and setbacks are taken accordingly. The line opposite the street address is considered the rear lot line, with exceptions for lots pointed at the rear. Any remaining lines are side lot lines.

**EASEMENTS.** No structures are permitted in any legal easement. New or existing structures found to be in an easement will be evaluated for violation. If a violation is found, structures may need to be moved or demolished.

**PENALTIES FOR WORK DONE BEFORE APPROVAL.** It is illegal to begin construction work before a zoning permit is obtained. If such work is done, citations and fines may be issued. Additionally, if the work violates any provision of the zoning ordinance, that work must be moved or altered to achieve compliance.

**ACCESS BY CITY EMPLOYEES.** Staff from the Planning & Zoning Dept. may visit the property for zoning permit inspections. Staff from the Assessing Dept. may visit the property for tax purposes.

### PROJECT INFORMATION

*What are you building? Please check only one.*

<b>NEW BUILD or ADDITION:</b> <input type="checkbox"/> single-family dwelling, duplex, triplex, or fourplex	<b>NEW BUILD or ADDITION:</b> <input type="checkbox"/> Mobile home within an approved mobile home park	<b>ADDITION ONLY:</b> <input type="checkbox"/> Communications tower, multi-family dwelling, non-residential use in a residential zone, special use, industrial use, or a use in a planned development district
<b>NEW BUILD or ADDITION:</b> <input type="checkbox"/> Accessory Building (i.e.: shed, garage, deck, or greenhouse)	<b>NEW BUILD or ADDITION:</b> <input type="checkbox"/> Parking lot w/ five spaces +	
<input type="checkbox"/> OTHER (describe below)		

*Additions over 5,000 s.f. or 20% of the existing building's lot coverage must be Site Plan Reviews (form 10).*

*Please complete the following information as fully as possible. Staff can help find some information.*

Project Description

Zoning Use Type

Area  
(s.f.)

# of Floors  
Above Grade

Max Height  
(ft)

Planned setbacks:

Front  
(ft)

Rear  
(ft)

Left  
(ft)

Right  
(ft)

New utility services to be provided by the City:

☐ Electric

☐ Water

☐ Sanitary Sewer

☐ Storm Sewer

☐ n/a

*This application is not complete without a sketch plan. Please attach one meeting all requirements on page 2.*

*You may submit this form in person, by USPS, or by email. Please make checks payable to "City of Escanaba".*

*Credit cards may be accepted in-person or by phone; an additional processing fee applies.*

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*Clear, accurate, and drawn to scale, sketch plans must include these items, if applicable (staff may need more):*

- ☐ Drawing scale    ☐ North arrow    ☐ Drawing name and date    ☐ Zoning & use of abutting properties  
☐ Existing buildings & site work    ☐ Buildings & site work to be removed    ☐ Property lines with lengths  
☐ Existing streets, roads, & alleys    ☐ Min. setbacks    ☐ Proposed sidewalks, trash containers, and landscaping  
☐ Proposed buildings (w/ dimensions to property lines, other buildings, and height in feet and stories)  
☐ Proposed parking lots (w/ dimensions of spaces & aisles, angle & # of spaces, and snow storage areas)

### FEES

*Your total fee is based on your lot's area in acres. To find that amount, multiply the lot area by the indicated area factor, input that amount, add the base fee to it, then input the total fee. **Maximum total fee is \$250.***

Lot Area (i.e.: 0.164)	Area Factor	Area Fee	Base Fee	Total Fee
Fee =	x \$300	= \$	+ \$50	= \$

### CONTACT INFORMATION, AFFIDAVIT, AND SIGNATURES

I, the undersigned, have read and understand the statements on page 1 of this application. I acknowledge that the information in this application is true, and if found not to be true, any issued zoning permit may be void. I agree to comply with the conditions and regulations provided with any permit that may be issued and will also comply with all applicable sections of the City of Escanaba Zoning Ordinance. I give permission for officials of the City of Escanaba, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand that this is a zoning permit application and not a permit. I understand that a zoning permit, if issued, conveys only land use rights, and does not include any representation or conveyance of right in any other statute, building code, deed restriction or other property rights.

*If any of these entities are a company and not an individual, write: "Company Name (Contact's Name)"*

Owner Name Email

Address, City, State, ZIP Phone

Signature Date

Contractor (if not the Owner) Name Email

Address, City, State, ZIP Phone

Signature Date

Architect/Engineer (if not the Contractor) Name Email

Address, City, State, ZIP Phone

Signature Date

Other (please specify) Name Email

Address, City, State, ZIP Phone

Signature Date

### \*\*\*\*\* THIS SECTION FOR STAFF USE ONLY \*\*\*\*\*

Date Submitted Application correct? ☐ Yes ☐ No Receipt # Permit #

Corner lot? ☐ Yes ☐ No

Zoning Code Frontage (ft) Depth (ft) Lot Area (s.f.) Max Lot Coverage (%) Existing Lot Coverage (s.f., %)

Easements/ROWS

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