



**ZONING PERMIT APPLICATION**  
**(Sketch Plan Review)**

All developments not described in Section 40-48 of the City Ordinances and for which a development permit is required according to Section 40-21 of the City Ordinance shall be subject to sketch plan review by the Zoning Administrator. The Zoning Administrator, however, may refer any sketch plan to the Planning Commission to be reviewed in accordance with the requirements for Planning Commission review.

This includes:

- 1) Accessory buildings
- 2) Enlargements or modifications of existing non-residential buildings or multiple family buildings which do not increase the need for additional parking as required by this Ordinance.
- 3) Single and two-family dwellings.
- 4) Grading, excavation, filling, soil removal, creation of a swimming pool, creation of a pond or tree clearing over 100 square feet.
- 5) Temporary uses.
- 6) Outdoor dining areas for businesses which serve food as the principal permitted use.
- 7) Co-location of a wireless communication antenna upon an existing tower.
- 8) Erection, demolition, structural alteration or movement of any building.
- 9) Creation of any new use of a building or land.

Applicants are asked to complete the Zoning Permit Application in its entirety and then bring or mail the completed application and appropriate payment to City Hall at 66 S. Main St. P.O. Box 310, Cedar Springs, MI 49319. Projects that do not require a building permit must still complete this application.

Once the Zoning Permit Application and sketch are administratively complete, this application will be forwarded to the offices of Imperial Municipal Services (616-863-9294 or [info@imsinspections.com](mailto:info@imsinspections.com)) where the building permit process will be completed.

The fees associated with a Zoning Permit Application are as follows:

Single Family	(Attached garage, new home, home additions, decks)	\$10.00
Multi-Family		\$25.00
Commercial		\$25.00
Industrial		\$35.00
Small Accessory Structures	(detached garages, greenhouse, sheds)	\$ 5.00

Individuals wishing to receive assistance in completing the Zoning Permit Application are asked to contact Zoning Administrator/City Manager at 616.696.1330 X104. The City's Code of Ordinances can be found on the City's website under "Ordinances" or at the following web address:

[https://library.municode.com/mi/cedar\\_springs/codes/code\\_of\\_ordinances](https://library.municode.com/mi/cedar_springs/codes/code_of_ordinances)



## Zoning Permit

Applicant: \_\_\_\_\_

Is Applicant owner of the property?  Yes  No  Phone Number: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Parcel Number: 41- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Zoning District: \_\_\_\_\_

Proposed Change or Use *(i.e. construct detached garage, place new business in old building)*: \_\_\_\_\_

If applicant is proposing a new use of property, the applicant must provide a narrative description of the proposed new use and identify if the property is a Permitted, Special Land Use or Not Allowed (Sec. 40-133 Table of Uses in the City Ordinances) in the property's zoning district.

**Applicant's Signature:** \_\_\_\_\_

City Employee Receiving Application: \_\_\_\_\_

Zoning Permit Authorization:  Yes  No  Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Zoning Administrator's Signature: \_\_\_\_\_

Conditions of approval: \_\_\_\_\_

Date sent to Building Inspector *(required before a building permit will be issued)*: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Single Family	(Attached garage, new home, home additions, decks)	\$10.00
Multi-Family		\$25.00
Commercial		\$25.00
Industrial		\$35.00
Small Accessory Structures	(detached garages, greenhouse, sheds)	\$ 5.00



Office Use

# City of Cedar Springs Zoning Permit - Property Sketch

- A complete and accurate drawing is required for all permits.
- Applicant may attach drawing or use scale below.
- Setback and district regulation requirements can be found at Sec. 40-408 of the City Ordinances.
- Proposed residences must include information regarding minimum floor area (Sec. 40-408(a))
- All proposed new buildings must identify how and where the property will place required parking (Sec. 40-514)
- Accessory Building ordinance can be found at Sec. 40-441 of the City's Ordinances.

Address: \_\_\_\_\_ Parcel #: 41- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Please show and label:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Property lines and property width and depth length</li> <li>• All setbacks (distance from front, side and rear property lines)</li> <li>• All non-portable structures</li> <li>• Approximate edge of any <u>wetlands</u> or <u>streams</u> on the property</li> <li>• County drains or water bodies on the property</li> <li>• Building maximum height</li> <li>• Driveways</li> </ul> | <ul style="list-style-type: none"> <li>• Easements</li> <li>• Electrical Lines</li> <li>• Fences &amp; Gates</li> <li>• Pools</li> <li>• Streets</li> </ul> |
|---|---|

For a new building please fill out this section using Sec. 40-408:

	District Requirements	Proposed
Min. Lot Area		
Min. Lot Width		
Setbacks F/R/S		
Ground/Total Floor Square Footage		
Maximum Height		
% Max Lot Coverage		
Min. Parking Spaces		

**Example of Complete Property Sketch:**

