



ACCESSORY BUILDING PERMIT APPLICATION

Sec. 40-441 of the City Code or Ordinances requires that all accessory buildings and structures must receive an approved permit before placing an accessory building or structure, unless specifically exempted from permitting requirements under the ordinance.

Buildings and structures which are specifically exempted from requiring a permit include any structure which is less than sixty-five (65) square feet of floor space AND is less than nine (9) feet tall AND has a floor less than 30 inches above grade. Buildings and structures which are exempt from permitting must still follow the requirements of this ordinance including material, setbacks, and location.

Accessory structures are generally not permitted in the front yard of a house unless that structure is specifically exempted from this prohibition. Specifically exempted structures include: mailboxes, art displays, ornamental lights, birdfeeders, mobility ramps, free little libraries and similar.

Accessory buildings or structures with more than 150 square feet of floor space on a commercial parcel or 200 square feet of floor space on a residential parcel must receive building inspection approval after receiving zoning approval. The City's building inspector is Imperial Municipal Services (616-863-9294 or info@imsinspections.com) where the building permit process will be completed.

Applicants are asked to complete this 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.

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

Attached Accessory Structures	(attached garage, attached decks)	\$10.00
Small Accessory Structures	(detached garages, greenhouse, sheds)	\$ 5.00

Individuals wishing to receive assistance in completing the Zoning Permit Application are asked to contact the zoning administrator or code enforcement official at 616.696.1330.



Accessory Structure Zoning Permit

Applicant: _____

Is Applicant owner of the property? Yes No Phone Number: (____) _____

E-mail: _____

Property Address: _____

Parcel Number: 41- _____ Zoning District: _____

Proposed type of structure and material? *(i.e. attached garage, shed, car-port/made out of wood, metal, fabric etc.):*

Proposed structure height, square footage, setback distance from property lines, and height of floor above grade?

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

Example of Complete Property Sketch:

