



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) 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.
- 2) Single and two-family dwellings.
- 3) Grading, excavation, filling, soil removal, creation of a swimming pool, creation of a pond or tree clearing over 100 square feet.
- 4) Temporary uses.
- 5) Outdoor dining areas for businesses which serve food as the principal permitted use.
- 6) Co-location of a wireless communication antenna upon an existing tower.
- 7) Erection, demolition, structural alteration or movement of any building.
- 8) 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.

All commercial buildings or structures over 150 square feet shall require a building permit.

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) where the building permit process will be completed.

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

Single Family	(New home, home additions) (Residential garages, sheds, decks etc. shall be submitted on the Accessory Building Form)	\$10.00
Multi-Family		\$25.00
Commercial	(including accessory buildings/structures such as dumpster enclosures)	\$25.00
Industrial		\$35.00

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



Zoning Permit

Applicant: _____

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

E-mail: _____

Property Address: _____

Current Mailing Address (if different): _____

Parcel Number: 41-02-____ - ____ - ____ Zoning District: _____

Proposed Change or Use (*i.e. construct detached garage, describe new business being placed into 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 (Ord. 216, Table of Uses) in the property's zoning district.

Applicant's Signature: _____

BY SIGNING THIS FORM I ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF KNOWLEDGE. I AGREE TO PAY THE ADMINISTRATIVE FEE AND ALL SITE PLAN REVIEW COSTS TO INCLUDE ENGINEERING, PLANNING & LEGAL REVIEWS INCURRED BY THE CITY OF CEDAR SPRINGS.

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	(New home, home additions) (Residential garages, sheds, decks etc. shall be submitted on the Accessory Building Form)	\$10.00
Multi-Family		\$25.00
Commercial	(including accessory buildings/structures such as dumpster enclosures)	\$25.00
Industrial		\$35.00



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 uses must identify how and where the property will utilize required parking (Sec. 40-514)
- All commercial uses shall provide a building façade/elevation showing what the building will look like from the adjacent roadway.
- All projects likely to deposit debris onto any road, sidewalk or other right of way are required to follow the City's soil and sedimentation control ordinance and may be required to submit a SSC plan describing how the project will prevent debris from entering roads, sidewalks or ROW.

Please show and label:

- 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 wetlands or streams on the property
- County drains or water bodies on the property
- All required parking
- Building maximum height
- Driveways
- Easements
- Electrical Lines
- Fences & Gates
- Pools
- Streets

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:

