



Fee: **\$30.00**      Review Fee: \_\_\_\_\_      Check No. \_\_\_\_\_      Cash: \_\_\_\_\_  
(eff. 7/2023)

*Effective July 2023, failure to complete this form prior to property alteration will result in a \$75.00 fine.*

**ZONING PERMIT APPLICATION**  
(Print in ink or type answers)

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

Address of property: \_\_\_\_\_ Parcel Number: **41-01-** \_\_\_\_\_  
Zoning District: \_\_\_\_\_ (obtain from Zoning Administrator)

Existing use of property / structure (or part thereof): \_\_\_\_\_  
Intended use of property / structure (or part thereof): \_\_\_\_\_  
Request to build or alter: \_\_\_\_\_  
Number of dwelling units (if any): \_\_\_\_\_  
Approximate start date: \_\_\_\_\_

If a **new dwelling**, will the dwelling meet the minimum requirements of the Zoning Ordinance, Section 4.30 (a) – (m)?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No      **(see copy provided)**

Property owner: \_\_\_\_\_  
Owner Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Builder / Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

**Site Plan.**  
**(It is strongly recommended that the site plan be based on a true copy of an accurate property survey.)**

On an 8 1/2" x 11" piece of plain white paper, graph paper, or survey show the following:

- 1. Actual property lines, angles, and dimensions of the lot to be built upon or used.
- 2. Exact size and location of the lot of all existing and proposed structures and uses
- 3. Exact distance between existing structures and proposed structures
- 4. Location, width, and length of existing and proposed driveways and parking areas
- 5. Location of other existing and proposed improvements such as fencing, landscaping, exterior lighting, signs, etc.  
(A Sign Permit Application is required for new signs.)

**Complete reverse side**

**P.O. Box 296, 200 S Main Street, Kent City, MI 49330 · Phone (616)678-7232**

"This institution is an equal opportunity provider"

**Applicant Certification**

**Read prior to signing below.**

By the signature attached hereto, I certify that the information provided within this application and accompanying documents is, to the best of my knowledge, true and accurate. I will comply with all of the requirements of the Village of Kent City Zoning Ordinance (as amended) and will pay all application fees and other expenses for the review of the application. Furthermore, I hereby authorize the Village to enter the property associated with this application for the purposes of conducting necessary site inspections.

Applicant Name (printed): \_\_\_\_\_

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

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

\*\*\*\*\*

**VILLAGE USE ONLY**

Date complete application received: \_\_\_\_\_

Fees paid: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

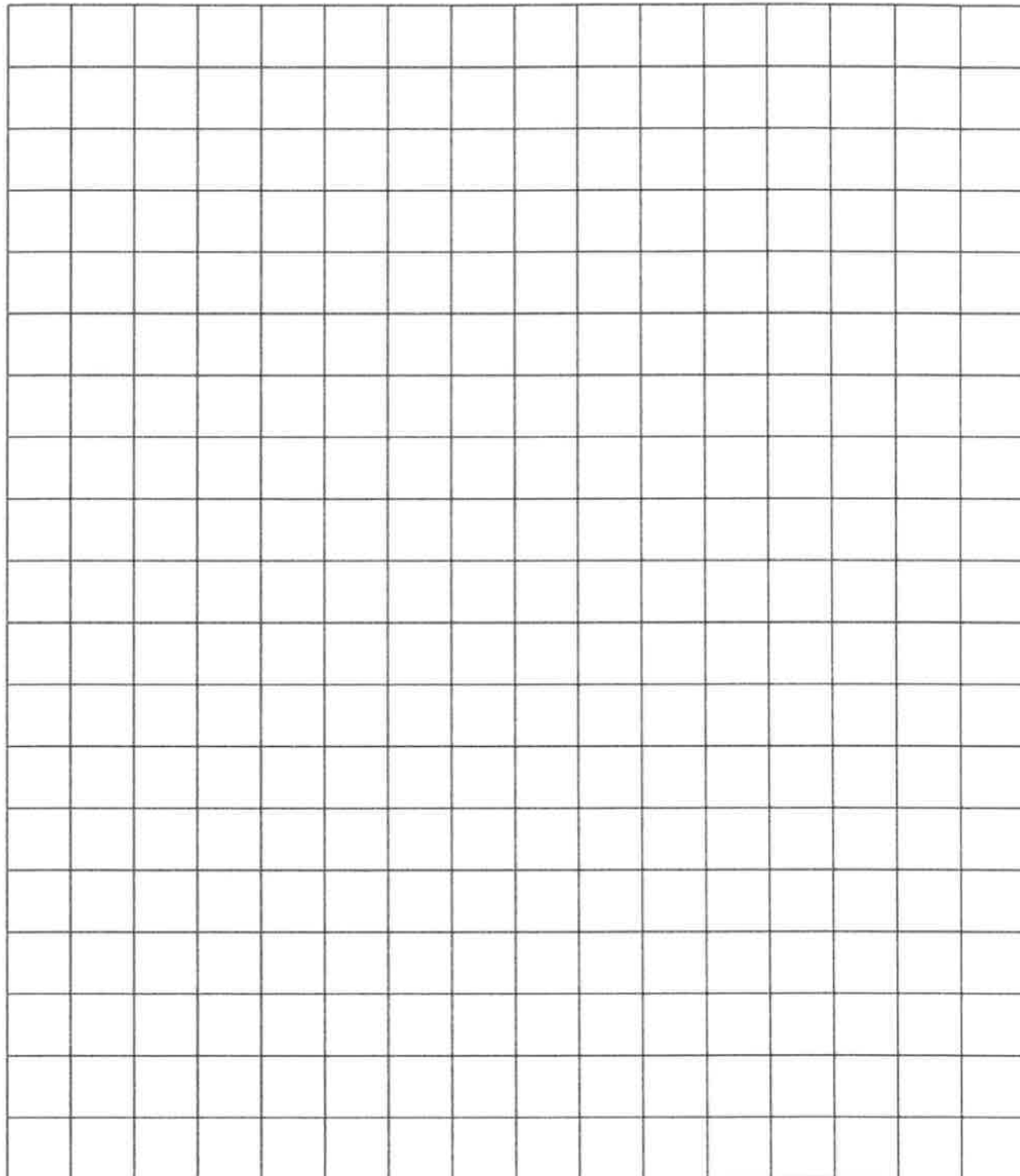
Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator

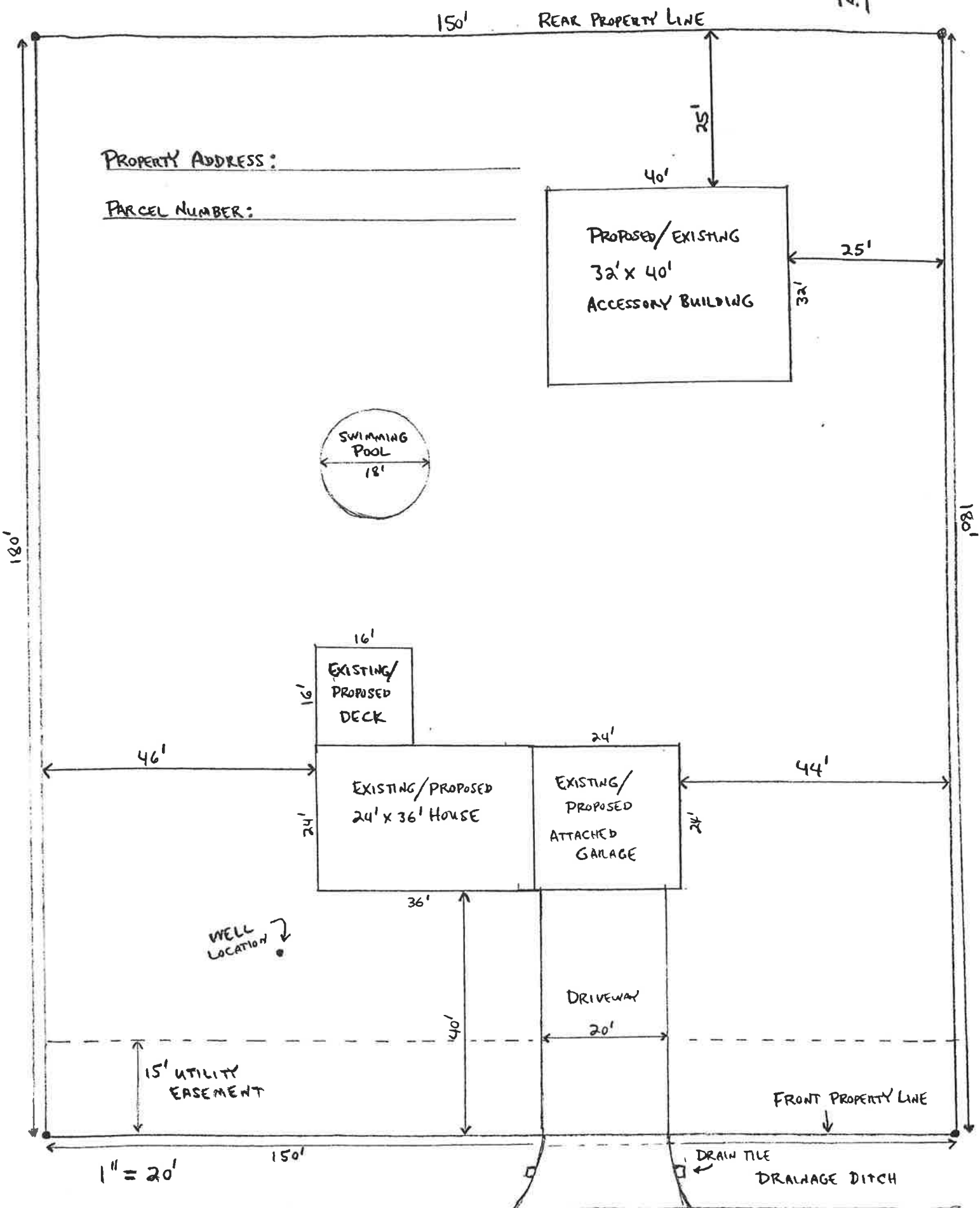
\_\_\_\_\_  
Date

# SITE PLAN



Indicate direction of North with an arrow in the circle.  
One square equals \_\_\_\_\_ feet.

# SAMPLE PLOT PLAN



ROAD SURFACE - MAIN STREET

#### SECTION 4.14. ACCESSORY USES

In any zoning district, accessory uses, incidental to permitted use or other approved use, shall be permitted when located on the same lot or parcel of land; provided that such accessory uses in a residential district shall not involve the conduct of any business, trade or industry.

#### SECTION 4.15 ACCESSORY BUILDINGS

***Note: Per Tyrone Township Building Inspector, structures with poured slab, pad or foundation that are over two hundred (200) square feet in area require a Building Permit through Tyrone Township.***

- (a) In any district, except as noted elsewhere, an accessory building may be erected detached from the permitted use building, or it may be erected as an integral part of the permitted use building. Accessory building or garages shall be considered as an integral part of the permitted use building when the distance between structures is solidly covered by a breezeway, portico, covered colonnade, or similar architectural device.
- (b) When erected as an integral part of the permitted use building, an accessory building shall comply in all respects with the requirements of this Ordinance applicable to the permitted use building.
- (c) No accessory building shall be constructed or occupied on a lot before the principal building or use on the lot is constructed or occupied.
- (d) A detached accessory building may not be located in a front yard. A detached accessory building may be located in a rear or side yard; provided, however, no portion of the detached accessory building shall be located nearer than five (5) feet to any side lot line or rear lot line, nor nearer than ten (10) feet to any portion of the principal building, including porches and decks. An accessory building larger than four hundred (400) square feet in area shall be located at least ten (10) feet away from any side or rear lot line.
- (e) A detached accessory building located in a side yard shall not occupy more than 30% of any required side yard space, nor shall a detached accessory building located in a rear yard occupy more than 30% of any required rear yard space.
- (f) No accessory building, including private garages, shall be used for residential purposes, or living quarters.