



# A Step-By-Step Guide to Zoning Compliance Permit Application, Review & Approval

## Schedule Appointment with Code Enforcement Officer, Steve Hill

(810) 694-1118

This permit is required for all fences, retaining walls and small sheds (under 200 sq. ft.) If you are unsure about whether your project specifics meet the requirements of City ordinances, you may want to first speak with Steve Hill to verify what is allowed. Allowable specifications can be found in the Zoning Ordinance, Article III, Section 315.

## Submit Application & Fees at City Hall

203 E. Grand Blanc Road

**Applications** may be submitted at the Administration desk Monday through Friday between 8 AM and 5 PM. The application fee of \$35 must be paid at the time of submission. Applications will be forwarded to Steve Hill for review.

## Receive Zoning Compliance Permit and Begin Construction

When the application is approved, applicant will be notified, permit issued and construction may begin.



# CITY OF GRAND BLANC

## ZONING COMPLIANCE PERMIT

Zoning Compliance Permits are required to assure compliance with the City of Grand Blanc Zoning Ordinance. The following is a list of construction projects that require a Zoning Compliance Permit:

Fee: \$35.00

- Fences
- Retaining Walls
- Detached Accessory Structures

### MATERIALS REQUIRED TO BE SUBMITTED:

One (1) copy of a Plot Plan (see example) illustrating property area, all existing and proposed structures (including, but not limited to porches, decks, swimming pools, principal structures, accessory buildings, fences and driveways). All distance measurements (in feet and inches) between existing structures, proposed structures and property lines.

### APPLICANT SECTION

DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PARCEL ID #: \_\_\_\_\_

AGENT OF OWNER: \_\_\_\_\_ PROPERTY ZONING \_\_\_\_\_

PHONE #: \_\_\_\_\_

Description of proposed project: \_\_\_\_\_

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

Signature of Applicant or Agent

Date

### OFFICE USE ONLY

CHECK BOX IF A VARIANCE WILL BE NEEDED AND READ STATEMENT BELOW

It will be necessary for the property owner to be granted a variance for the practical difficulty incurred in meeting the adopted zoning or codified ordinance of the City, alternatively, the application and proposal may be modified in order to conform with City ordinance.

CHECK BOX IF ORIGINAL PLAN HAS BEEN MODIFIED TO COMPLY WITH ZONING ORDINANCE

List of modifications/remarks or rationale for denial:

FEE: \_\_\_\_\_ DATE FEE RECEIVED: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ APPROVED W/CORRECTIONS: \_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Administrator Date

## FENCE INSTALLATION PROPERTY LINE NEIGHBOR SIGNATURE PAGE

I approve of the installation of a fence by \_\_\_\_\_, who owns the property located at \_\_\_\_\_, on our mutual property line.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# EXAMPLE PLOT PLAN

