

Return to:
 City Hall
 Community Development Office
 300 W. Baraga Ave
 Marquette, MI 49855



CITY OF MARQUETTE ZONING COMPLIANCE PERMIT APPLICATION

CITY STAFF USE

Parcel #: _____ File #: _____

Date Submitted: _____ Fee: _____ Rec#: _____ Ck#: _____

FEE SCHEDULE

New Single Family or Duplex Dwelling	\$149	Demolition Permit:	
Residential Interior Remodel	\$70	Residential Structure	\$119
Additions, Alterations or Accessory:		Residential Accessory Structure	\$72
Structure and Paving 250 sq. ft. or less	\$126	Non-residential Structure	\$119
Structure and Paving over 250 sq. ft.	\$126	PUD Commercial Phased Development, New Commercial, ≥3-unit Residential	\$107
Commercial Interior Remodeling:		PUD Residential Phased Development, New Single-family or Duplex Residential	\$82
Up to 500 sq. ft.	\$205		
Over 500 sq. ft.	\$214		

PROPERTY OWNER

Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____ Fax #: _____

E-mail: _____

The applicant acknowledges review of the site plan requirements in the zoning ordinance (available at www.mqtcty.org or at City Hall).

APPLICANT

Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____ Fax #: _____

E-mail: _____

The applicant acknowledges review of the site plan requirements in the zoning ordinance (available at www.mqtcty.org or at City Hall).

PROJECT IDENTIFICATION

Property Address: _____ Current Use(s) & Occupancy: _____

Zoning District: _____ Project Name (if any): _____

DESCRIPTION OF PROJECT (use, building style and materials, ultimate ownership, proposed phases and timelines for work, etc.):

NO WORK - INCLUDING EARTHWORK - MAY COMMENCE UNTIL THIS APPLICATION IS APPROVED.

Total Site Size: _____	Square footage of Proposed Building(s): _____
Total area of site being disturbed (including lawns): _____ _____	Number of floors/stories: _____
Square footage of Existing Building(s): _____	Existing or Proposed height: _____
	Finished Floor Elevation: _____
	Elevation at the curb cut for driveway: _____

RESIDENTIAL

Construction Proposed (check all that apply)

One Family - new
 One Family - alteration or addition
 Two Family - new
 Two Family - alteration or addition
 Multifamily - new
 Multifamily - alteration, addition or increase in units _____
 Group Residential

Heat

Gas (forced air)	Gas (hot water)	
Electric	Wood	Other

Basement Use

Storage Bedroom(s) Bathrooms
 Laundry
 Other _____

No Basement
 Crawl Space
 Slab

Accessory Structure Use

Type of Accessory Structure (Please circle one):
 Garage Shed Carport
 Other _____

Describe proposed use of the structure: _____

What utilities (are/will be) available in the accessory structure?

Electricity	Water	Sewer
Heat		
Gas (forced air)	Gas (hot water)	
Electric	Wood	Other

NON-RESIDENTIAL

Proposed Use (check all that apply)

Warehousing (storage)	Food & Beverage Service
Office	Institutional
Retail	Outdoor Service/Sales
Personal Services	
Automobile Services	
Assembly (describe) _____	

Outdoor Storage (describe) _____	

Public Use (describe) _____	

Some non-residential development must undergo a formal site plan review - see Section 80.62 of the Marquette City Zoning Ordinance.

http://www.mqtcty.org/Government/Code/80_zoning.pdf

ARCHITECT/ENGINEER/SURVEYOR

Required for Commercial & Multifamily

- It is the applicant's responsibility to know where the property lines are!
- Surveys are recommended for any work and may be required for some developments.

Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____ Fax #: _____

E-mail: _____

PROVIDE A SITE PLAN DRAWN TO SCALE

(attach a separate sheet if needed)

Site plans for Commercial, Industrial, and Multiple Family Structures must be drawn by and sealed by a licensed architect, engineer, or surveyor. (See Zoning Ordinance Section 8.62 Site Plans)

The following information must be shown on the site plan:

- Show and label property lines and dimensions.
- Show and label adjoining rights-of-way, curb and pavement location and dimensions.
- Show and label all structures and dimensions.
- Show all building set back distances from the property lines and between structures.
- Show driveway location and dimensions and all parking spaces.
- Any other features that affect development (i.e. easements, rock outcrops, etc).

The grid is a large square divided into four equal quadrants by a central vertical line and a central horizontal line. Each quadrant contains a fine grid of small squares, suitable for drawing a site plan to scale.

ZONING BASICS

- **All construction requires zoning approval, whether or not a building permit is required by the Marquette County Building Codes Division. Please call 906-225-8180 to find out if you need a building permit.**
- **Assessing Staff will visit the property for tax purposes, as applicable.**
- **Businesses may need to be made accessible to the public and employees per the Americans with Disabilities Act and State Construction Code.**
- All setbacks (required yards) and building separation measurements are taken from the nearest vertical plane/ exterior wall of the structure including steps, attached decks, attached garages, etc.
- Setback (required yard) measurements are taken to the property lines, not to the sidewalk, curb, or center of the street.
- If the owner and/or builder does not know the exact location of the property lines, a surveyor should be consulted.
- Required yards (setbacks) vary by zoning district and for corner lots. On corner lots, both street frontages are considered to be front lot lines for setback purposes; one of the remaining lot lines may be designated as a side lot line and the other as a rear lot line for purposes of establishing setbacks.
- Accessory structures (garages, detached decks, storage sheds, etc.) have different setback requirements than principal structures if they are placed in the required rear yard. Consult the Community Development Department for regulations regarding accessory structures in multiple family and business districts. For the single family and general residential districts, the regulations are:
 - Accessory structures may not be located in any required yard except the required rear yard. They may be located in non-required portions of the front, side, and rear yards.
 - There must be a minimum separation from the principal structures (i.e. house) of 10'.
 - Accessory structures may not exceed 16.5' in height, measured from the average foundation grade to the mid-point between the eaves and the peak of the roof.
 - Accessory structures located in the required rear yard must be at least 5' from the side and rear lot lines.
 - The area of an accessory structure is limited to the 25% of the required rear yard area plus 20% of any non-required rear yard area provided that in no instance shall the ground exceed the ground floor area of the main building.
 - Additional regulations apply for fences and swimming pools.
- The above stipulations and requirements are not all-inclusive. The complete zoning ordinance can be viewed at http://www.mqtcty.org/Government/Code/80_zoning.pdf. Setback information is found in Section 80.40 - Schedule of General Regulations.
- When construction commences prior to obtaining a zoning compliance permit, citations for civil infractions may be issued. The Board of Zoning Appeals may require that a structure be moved or altered if it does not meet the requirements of the zoning ordinance.

I, the undersigned **Property Owner**, have read and understand the above statements.

SIGNATURE: _____

PRINTED NAME: _____

PROPERTY ADDRESS: _____

DATE: _____

The applicant acknowledges review of the site plan requirements in the zoning ordinance (available at www.mqtcty.org or a City Hall). The applicant authorizes the City Staff to inspect the property and verify compliance with this permit.

The applicant acknowledges that the information in this application is correct and accurate.

APPLICANT SIGNATURE: _____

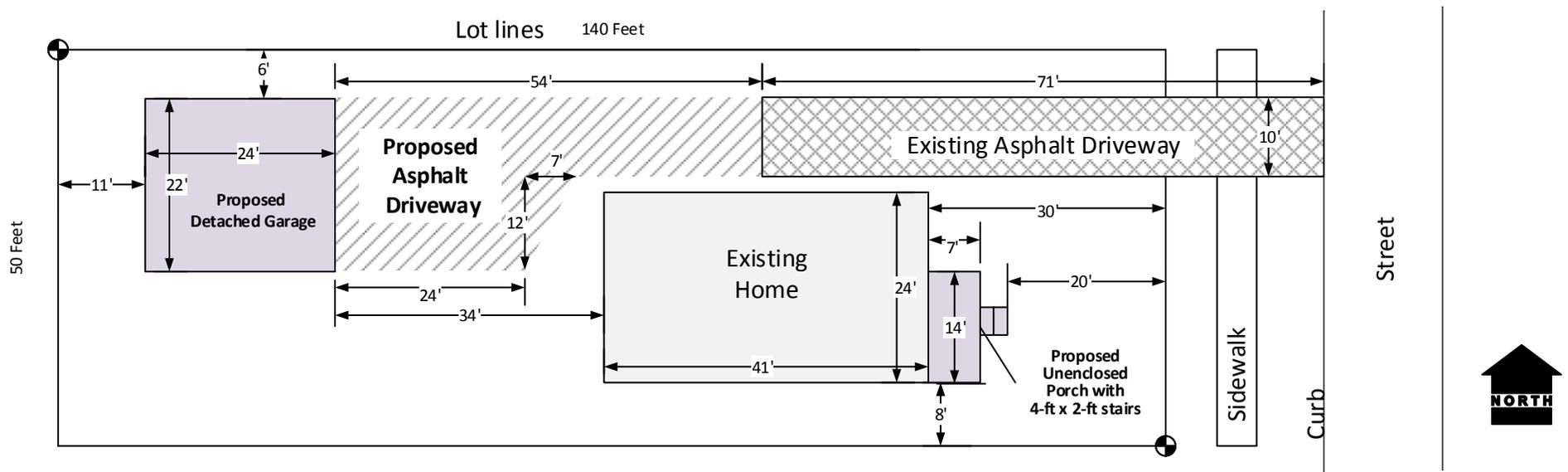
Date: _____

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

OWNER SIGNATURE: _____

Date: _____

SAMPLE PLOT PLAN FOR YOUR REFERENCE



The following information must be shown on the plot plan:

- Show and label property lines and dimensions.
- Show and label all structures and dimensions.
- Show all building set back distances from the property lines and between structures.
- Show driveway location and dimensions and all parking spaces.
- Show and label adjoining rights-of-way, curb and pavement location and dimensions.
- Any other features that affect development (i.e. easements, rock outcrops, etc.)