

CITY OF MACKINAC ISLAND  
PLANNING COMMISSION & BUILDING DEPARTMENT  
APPLICATION FOR ZONING ACTION

[www.cityofmi.org](http://www.cityofmi.org) [kep@cityofmi.org](mailto:kep@cityofmi.org) 906-847-6190 PO Box 455 Mackinac Island, MI 49757

**APPLICANT NAME & CONTACT INFORMATION:**

Please complete both sides of application.  
The Fee and fourteen (14) copies of the application,  
plans and all required documents must be  
submitted to the Zoning Administrator fourteen (14)  
days prior to the scheduled Planning Commission  
Meeting.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Property Owner & Mailing Address (if Different From Applicant)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is The Proposed Project Part of a Condominium Association? \_\_\_\_\_

Is The Proposed Project Within a Historic Preservation District? \_\_\_\_\_

Applicant's Interest in the Project (If not the Fee-Simple Owner): \_\_\_\_\_

Is the Proposed Structure Within Any Area That The FAA Regulates Airspace? \_\_\_\_\_

Is a Variance Required? \_\_\_\_\_

Are REU's Required? How Many? \_\_\_\_\_

**Type of Action Requested:**

- \_\_\_\_ Standard Zoning Permit \_\_\_\_\_ Appeal of Planning Commission Decision  
\_\_\_\_ Special Land Use \_\_\_\_\_ Ordinance Amendment/Rezoning  
\_\_\_\_ Planned Unit Development \_\_\_\_\_ Ordinance Interpretation  
\_\_\_\_ Other \_\_\_\_\_

**Property Information:**

- A. Property Number (From Tax Statement): \_\_\_\_\_  
B. Legal Description of Property: \_\_\_\_\_  
C. Address of Property: \_\_\_\_\_  
D. Zoning District: \_\_\_\_\_  
E. Site Plan Checklist Completed & Attached: \_\_\_\_\_  
F. Site Plan Attached: (Comply With Section 20.04 of the Zoning Ordinance) \_\_\_\_\_  
G. Sketch Plan Attached: \_\_\_\_\_  
H. Architectural Plan Attached: \_\_\_\_\_  
I. Association Documents Attached (Approval of project, etc.): \_\_\_\_\_  
J. FAA Approval Documents Attached: \_\_\_\_\_  
K. Photographs of Existing and Adjacent Structures Attached: \_\_\_\_\_

**Proposed Construction/Use:**

- A. Proposed Construction: \_\_\_\_\_ Alteration/Addition to Existing Building  
\_\_\_\_ New Building  
\_\_\_\_ Other, Specify \_\_\_\_\_

B. Use of Existing and Proposed Structures and Land:

Existing Use (If Non-conforming, explain nature of use and non-conformity): \_\_\_\_\_

Proposed Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. If Vacant:

Previous Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

Length of Time Parcel Has Been Vacant: \_\_\_\_\_

OFFICE USE ONLY		
FILE NUMBER: _____	FEE: _____	Revised Oct 2018
DATE: _____	CHECK NO: _____	INITIALS: _____

STATE OF MICHIGAN )  
COUNTY OF MACKINAC ) ss.

AFFIDAVIT

The applicant agrees that the permit applied for, if granted, is issued on the representation made herein and that the permit issued may be revoked without further notice on any breach of representation or conditions.

The applicant further understands that any permit issued on this application will not grant any right of privilege to erect any structure or to use any premises described for any purposes or in any manner prohibited by the Zoning Ordinance, or by other codes or ordinances or regulations of the City of Mackinac Island.

The Applicant further agrees to furnish evidence of the following before a permit will be granted:

- A. Proof of ownership of the property; and/or other evidence establishing legal status to use the land in the manner indicated on the application.
- B. Proof that all required federal, state, county, and city licenses or permits have been either applied for or acquired.
- C. Other information with respect to the proposed structure, use, lot and adjoining property as may be required by the Zoning Administrator in accord with provisions of the Mackinac Island Zoning Ordinance.

The Applicant further agrees to notify the Zoning Administrator when construction reaches the stage of inspection stated on the permit, if granted. Upon completion of construction to the structure(s) or land the Zoning Administrator shall inspect the premises for compliance with the Mackinac Island Zoning Ordinance and the terms of this permit. Upon determination of compliance, an occupancy permit may be issued. It is further understood that pursuant to the City of Mackinac Island Zoning Ordinance, No. 479 and amendments, adopted November 2013, unless a substantial start on the construction is made within one year, unless construction is completed within one and one-half years from the date of issuance of the permit, this permit shall come under review by the Planning Commission and may either be extended or revoked.

**The undersigned affirms that he/she or they is (are) the applicant and the \_\_\_\_\_ (specify: owner, Lessee, Architect/Engineer, Contractor or other type of interest) involved in the application and that the answers and statements herein attached are in all respects true and correct to the best of his, her or their knowledge and belief. The applicant hereby further affirms that he/she or they has read the foregoing and understands the same. If the applicant is other than the owner, then a notarized affidavit from the owner, giving the applicant permission to seek the requested zoning action on their behalf, shall also be submitted with this application.**

Signature \_\_\_\_\_ SIGNATURES \_\_\_\_\_ Signature

Please Print Name \_\_\_\_\_ Please Print Name

Signed and sworn to before me on the \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public \_\_\_\_\_  
\_\_\_\_\_ County, Michigan  
My commission expires: \_\_\_\_\_

Zoning Permit Issued: \_\_\_\_\_ **FOR OFFICE USE ONLY**

Inspection Record:	Inspection	Date	Inspector	Comments
1.				
2.				
3.				

Occupancy Permit Issued \_\_\_\_\_

# City of Mackinac Island

7358 Market Street  
P.O. Box 455  
Mackinac Island, MI 49757

## Site Plan Review Checklist Please Submit With The Application for Zoning Action

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As a minimum, the following information shall be included on the site plan submitted for review and processing; more complex plans may require additional information as noted.

**NOTE:** The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the City of Mackinac Island Zoning Ordinance (Ord. No. 479, effective November 12, 2013), which can be obtained via the City's website at [www.cityofmi.org](http://www.cityofmi.org).

Site plan review requirements are primarily found within Article 4, General Provisions, and Article 20, Site Plan Review of the City Zoning Ordinance. References are provided whenever possible for the section of the Zoning Ordinance that deals with a particular item. When in doubt, refer to the Zoning Ordinance directly for required information.

For further information, contact Mr. Dennis Dombroski, City Building Official/Zoning Administrator, at (906) 847-4035.

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### *Optional Preliminary Plan Review Informational Requirements (Section 20.03)*

<u>Item</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
1. Name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership	<input type="checkbox"/>	<input type="checkbox"/>
2. Legal description of the property	<input type="checkbox"/>	<input type="checkbox"/>
3. Sketch drawings showing tentative site plans, property boundaries, placement of structures on the site, and nature of development	<input type="checkbox"/>	<input type="checkbox"/>

**Site Plan Informational  
Requirements (Section 20.04, B and C)**

<u>General Information</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
1. Name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership. For condominium subdivision project site plans, also include the name and address of the planner, design engineer or surveyor who designed the project layout and any interest he holds in the land.	<input type="checkbox"/>	<input type="checkbox"/>
2. Name and address of the individual or firm preparing the site plan	<input type="checkbox"/>	<input type="checkbox"/>
3. Scale of not greater than one 1 in = 20 ft for a development of not more than three acres and a scale of not less than 1 in = 100 ft for a development in excess of three acres	<input type="checkbox"/>	<input type="checkbox"/>
4. Legend, north arrow, scale, and date of preparation	<input type="checkbox"/>	<input type="checkbox"/>
5. Legal description of the subject parcel of land	<input type="checkbox"/>	<input type="checkbox"/>
6. Lot lines and general location together with dimensions, angles, and size correlated with the legal description of the property	<input type="checkbox"/>	<input type="checkbox"/>
7. Area of the subject parcel of land	<input type="checkbox"/>	<input type="checkbox"/>
8. Present zoning classification of the subject parcel	<input type="checkbox"/>	<input type="checkbox"/>
9. Written description of the proposed development operations	<input type="checkbox"/>	<input type="checkbox"/>
10. Written description of the effect, if any, upon adjoining lands and occupants, and any special features which are proposed to relieve any adverse effects to adjoining land and occupants	<input type="checkbox"/>	<input type="checkbox"/>
11. Other information pertinent to the proposed development, specifically required by the Zoning Ordinance, and/or as may be determined necessary by the City Planning Commission	<input type="checkbox"/>	<input type="checkbox"/>

<u>Natural Features</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
12. Location of natural features such as wood lots, streams, wetlands, unstable soils, bluff lines, rock outcroppings, and similar features (see also Section 4.2.6)	<input type="checkbox"/>	<input type="checkbox"/>
13. Topography of the site with at least two- to five-foot contour intervals	<input type="checkbox"/>	<input type="checkbox"/>
14. Proposed alterations to topography or other natural features	<input type="checkbox"/>	<input type="checkbox"/>
15. Earth-change plans, if any, as required by state law	<input type="checkbox"/>	<input type="checkbox"/>

<u>Physical Features</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
16. Location of existing manmade features on the site and within 100 feet of the site	<input type="checkbox"/>	<input type="checkbox"/>
17. Location of existing and proposed principal and accessory buildings, including proposed finished floor and grade line elevations, height of buildings, size of buildings (square footage of floor space), and the relationship of buildings to one another and to any existing structures on the site	<input type="checkbox"/>	<input type="checkbox"/>

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 18. For multiple family residential development, a density schedule showing the number of dwelling units per acre, including a dwelling schedule showing the unit type and number of each such units | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Existing and proposed streets, driveways, sidewalks and other bicycle or pedestrian circulation features   | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Location, size and number of on-site parking areas, service lanes, parking and delivery or loading areas (see also Section 4.16)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Location, use and size of open spaces together with landscaping, screening, fences, and walls (see also Section 4.09 and Section 4.21)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Description of Existing and proposed on-site lighting (see also Section 4.27)  | <input type="checkbox"/> | <input type="checkbox"/> |

<u>Utility Information</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
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|---|--------------------------|--------------------------|
| 23. Written description of the potential demand for future community services, together with any special features which will assist in satisfying such demand   | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Proposed surface water drainage, sanitary sewage disposal, water supply and solid waste storage and disposal (see also Section 4.13)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Location of other existing and proposed utility services (i.e., propane tanks, electrical service, transformers) and utility easements (see also Section 4.13)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Written description and location of stormwater management system to be shown on a grading plan, including pre- and post-site development runoff calculations used for determination of stormwater management, and location and design (slope) of any retention/detention features (see also Section 4.26) | <input type="checkbox"/> | <input type="checkbox"/> |

**Architectural Review  
Informational Requirements (Section 18.05)**

- |   |                          |                                   |
|---|--------------------------|-----------------------------------|
| <u>Item</u>   | <u>Provided</u>          | <u>Not Provided or Applicable</u> |
| 1. Name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership  | <input type="checkbox"/> | <input type="checkbox"/>          |
| 2. Legal description of the property  | <input type="checkbox"/> | <input type="checkbox"/>          |
| 3. Drawings, sketches and plans showing the architectural exterior features, heights, appearance, color and texture of the materials of exterior construction and the placement of the structure on the lot, and any additional information determined necessary by the planning commission to determine compliance with the architectural standards (see also Section 18.06) | <input type="checkbox"/> | <input type="checkbox"/>          |
| 4. Photographs of existing site conditions, including site views, existing buildings on the site, streetscape views in all directions, and neighboring buildings within 150 feet of the site.   | <input type="checkbox"/> | <input type="checkbox"/>          |