

# HOW TO SUBMIT A ZONING COMPLIANCE PERMIT

Zoning Compliance Permits are required for all structural changes made to any building, including, but not limited to, storage or accessory buildings, decks, and fencing. Additionally, if a structure is over 200 square feet, the applicant will also need to apply for a Building Permit through the [Huron County Building & Zoning Office](#). (see page 4 for address)

This permit applies to all parcels within the Village of Sebewaing regardless of current zoning and approvals go through the Village Zoning Administrator.

Zoning Compliance Permits may be printed or picked up at the  
Village of Sebewaing Municipal Office  
222 N. Center Street  
Sebewaing, MI 48759  
(989) 883-2150

Prior to the start of work, the fee for a zoning compliance permit is \$50.00 payable to the “Village of Sebewaing”. **If work is started prior to obtaining a zoning permit, the fee will be doubled.**

Any construction within 200 feet of each side of the center of the Sebewaing River will require additional permits and/or letters indicating no jurisdiction from other agencies as detailed in the Zoning Ordinance. For additional information on zoning see the [Village Ordinances website](http://www.sebewaingmi.gov/village-ordinances.html) (<http://www.sebewaingmi.gov/village-ordinances.html>) or a copy of the Zoning Ordinance is available at the Village of Sebewaing Municipal Office.

On receiving an application, staff shall determine whether the application is complete or incomplete. A complete application contains all the information and materials listed below and is in sufficient detail to evaluate and determine whether it complies with appropriate review standards. If an application is determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for review.

Completed Zoning Compliance Permits are required to be submitted to the Village of Sebewaing Municipal Office eight (8) days prior to the Planning Commission meeting. The Planning Commission meets the third Tuesday of the month. The permits expire in one year from the approval date. Projects not started prior to the expiration date will require a new permit. Projects not completed prior to the expiration date will require a written request of an extension (indicating the work completed to date, work to be completed, reason why and new anticipated completion date), submitted prior to the expiration date. Extensions cannot exceed one year from the original expiration date. The expiration date is on the bottom of the signed permit on page 4.

For further information on the Zoning Compliance Permits contact the Village Office:  
(989) 883-2150



**Village of Sebewaing**  
222 North Center Street  
Sebewaing MI 48759  
Phone: 989-883-2150 Fax: 989-883-9367  
Email: office@SebewaingMI.gov  
**www.SebewaingMI.gov**

This institution is an equal opportunity provider

**A. VILLAGE OF SEBEWAING ZONING COMPLIANCE PERMIT**

**\$50.00 Fee**

*This is not a building permit. A building permit may be required for this project. (see page 4)*

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Owner** (If different than applicant): \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Subject Property Address:** \_\_\_\_\_

**Subject Property ID #: 32-39** \_\_\_\_\_

**Current Use(s):** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_

State what is to be built, remodeled, altered, etc. (*include dimensions for each structure i.e. shed, deck, porch, fence*)

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

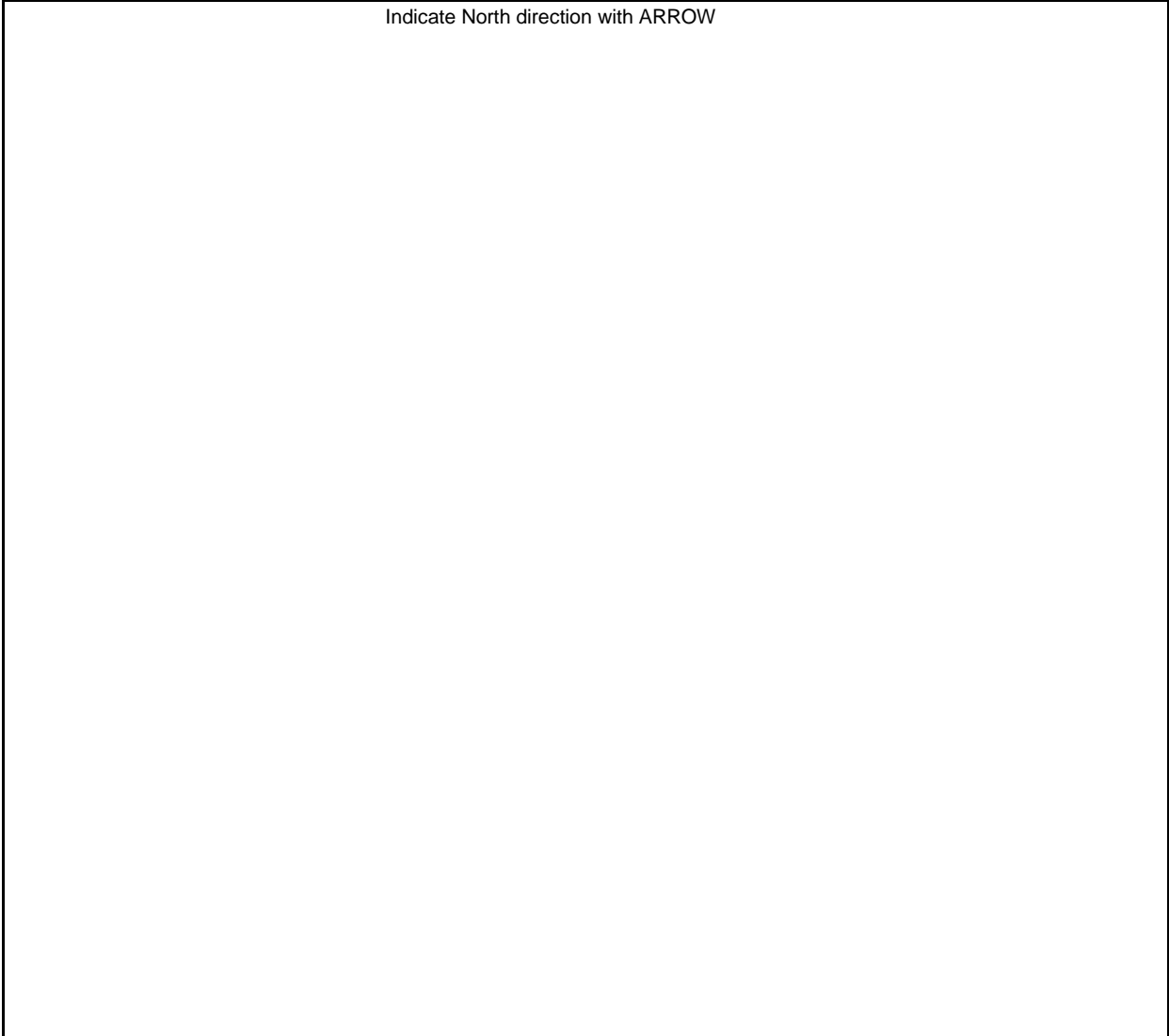
**Building height-stories** \_\_\_\_\_ **or feet** \_\_\_\_\_

**Distance between buildings** \_\_\_\_\_ **feet.** (Either attached or at least 10 feet)

**Estimated construction start date:** \_\_\_\_\_ **Total Value of project:** \$ \_\_\_\_\_

**MISS DIG must be contacted before digging of any kind begins. [www.MISSDIG.org](http://www.MISSDIG.org)**

Indicate North direction with ARROW



PROVIDE A DRAWING ABOVE, or attach on a separate sheet, a SITE PLAN indicating the SIZE and the LOCATION of proposed construction and ALL existing buildings on the property. Indicate the distance new construction will be from all property lines including road right-of-way line. Indicate the location of any power lines on your property or within 10 feet of your property line.

Is a lake, river or stream within 200 ft. of property:  Yes  No

If yes, please note: Any construction within 200' of each side of the center of the Sebewaing River (Saginaw Bay to the confluence of the State and Columbia drains) will require proper permits or letters indicating no jurisdiction from the following agencies:

**Sebewaing River Intercounty Drain Board**  
Huron County Drain Commission  
PO Box 270  
417 South Hanselman Street  
Bad Axe, MI 48413  
Phone: 989-269-9320

*(Continued on next page)*

US Army Corps of Engineers (both of the following offices must be contacted)

**Chief of Regulatory Office**

US Army Corps of Engineers  
477 Michigan Ave., 6<sup>th</sup> Floor  
Detroit, MI 48226  
313-226-7732

**Chief of Operations**

US Army Corps of Engineers  
477 Michigan Ave., 7<sup>th</sup> Floor  
Detroit, MI 48226  
313-226-5013

**Michigan Department of Environment, Great Lakes, and Energy**

Water Resources Division  
401 Ketchum  
Bay City, MI 48708  
989-894-6200

Other permits that may be required include but are not limited to the following agencies:

**Huron County Building and Zoning**

**Huron County Soil Erosion and Sedimentation**

250 E. Huron Ave.  
Bad Axe, MI 48413  
989-269-9269

I hereby certify that I am the owner of record of this property or the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her agent, and I agree to conform to all applicable laws of the State of Michigan. All information submitted on or with this application is accurate to the best of my knowledge.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is applicant acting as Agent of property owner:  Yes  No

*Office Use Only*

**Description of lot:**

Lot depth: \_\_\_\_\_ Lot width: \_\_\_\_\_  
Side yards from property line: \_\_\_\_\_ Backyard from property line: \_\_\_\_\_  
Front yard from property line: \_\_\_\_\_ Lot area (acres/sq. ft.): \_\_\_\_\_  
Lot Coverage (% impervious material/structure/paving): \_\_\_\_\_

<i>Date Received</i>		<i>Amount Paid</i>	
<i>Expiration Date</i>		<i>Cash or Check #</i>	
<i>Current Zoning</i>		<i>Receipt #</i>	
<i>DPW Superintendent Signature</i>	<i>Date</i>		
<i>Light &amp; Water Signature</i>	<i>Date</i>		
<i>Zoning Administrator Signature</i>	<i>Date</i>		
<i>Zoning Administrator Final Inspection Signature</i>	<i>Date</i>		