

VILLAGE of SHEPHERD
Zoning Permit Application

Permit Number _____

Owner's Name _____

Building Address _____ Zoning District _____

Building Type _____ Est. Cost _____ Est. Completion Date _____

Purpose of permit _____

Water and/or sewer tap-in required: Yes _____ No _____ If yes, permit number _____

Date issued _____

Please provide a detailed drawing of the proposed new construction or for the new use of an existing structure as required by item number 2 on the instruction page.

Fee Schedule (please check appropriate fee): * Fee due when application is returned to Village Clerk.

<input type="checkbox"/>	Standard Zoning Application (construction)	\$ 50.00	Paid _____
<input checked="" type="checkbox"/>	Site Plan Review	\$100.00	_____
<input type="checkbox"/>	Special Exception Use Permit	\$150.00	_____
<input type="checkbox"/>	Application Requiring Zoning Board of Appeals Decision	\$150.00	_____

I do hereby make application for a zoning permit in accordance with the Village of Shepherd Zoning Ordinance. The existing and intended use of each building or part of a building, the number of families or housekeeping units the building is designed to accommodate and such other information with regard to the lot and neighboring lots that may be necessary to determine and provide for the enforcement of the zoning ordinance shall be furnished. The lot and the location of the building thereon shall be staked out on the ground and inspected by the zoning administrator before a permit is granted.

I hereby acknowledge that I have reviewed the set-back, side yard, rear yard and all other requirements of the Village of Shepherd Zoning Ordinances.

Signed _____ Address _____
(Owner and/or Contractor)

Permit Reviewed by _____ Date _____
(Village Zoning Administrator)

Permit Reviewed by _____ Date _____
(DPW Crew Leader)

Permit Approved Clerk _____
 Permit Denied Date _____

Remarks _____

VILLAGE OF SHEPHERD

Site Plan Review Application Instructions

1. Completely fill out application and provide owners signature.
2. Provide Site Plan (scale drawing of property as detailed in Site Plan Application – see checklist)
3. Return Application and Site Plan, along with \$100 fee to the Village Clerk's office.
4. The Village Zoning Administrator will review the completed application and visit the site before submitting it to the Village Planning Commission
5. No Use or new construction shall begin without an approved site plan review issued by the Planning Commission and signed by the Zoning Administrator
6. Should you have any questions regarding the aforementioned instructions, please feel free to contact the Village Office at (989)828-5278, Monday through Friday from 8:30 am to 4:30 pm

NOTE: Building Permits for projects in the Village are to be obtained from the Community Development/Inspections Department of the Isabella County Building. A copy of your approved Site Plan Review shall be needed to apply for a building permit with the County.

A copy of the approved Building Permit must be posted on site and visible from the road. Building permits are required if any physical changes are to be made to the building.

Site Plan Reviews are required for any new development or redevelopment, except one-family and two family residential, required a building permit or for a rezoning request, variance request or request for special exception use permit.

Village of Shepherd Office
251 West Wright Ave
Shepherd MI 48883
(989)828-5278

Village of Shepherd

Site Plan Review Application

Name of Business: _____

Address of Business: _____

Name of Business Owner: _____

Address: _____

Phone: _____

State legal interest in the property for development. If applicant is other than title holder of development, he/she must present option or verification of owner's permission.

Name of Developer (if applicable): _____

Address: _____

Phone: _____

Name of Architect, Engineer or Surveyor (if applicable): _____

Address: _____

Phone: _____

Description of Proposed Project (in detail): _____

To begin the process of site plan review, return this completed application along with site plan and payment to the Village of Shepherd Office.

Before returning this application, a site plan should be created according to the following specifications. Please attach site plan to this application.

Use the following checklist to ensure that the site plan shows the following information:

1. Address and property description of the site _____
2. A readable scale (1" = 50' preferable); 1" = 100' for over 3 acres _____
(include one reduction on an 8 1/2" x 11" sheet)
3. Current zoning classification _____
4. Property boundaries and relationship to all abutting properties _____
5. Location and use of all existing and proposed structures _____
6. Location of all existing and proposed
 - a. Streets adjacent to site _____
 - b. Alleys _____
 - c. Driveways _____
 - d. Right-of-way _____
 - e. Easements _____
 - f. Parking lots (number of spaces) _____
 - g. Lighting _____
7. Location and dimensions of
 - a. Sidewalks _____
 - b. Lawns _____
 - c. Landscaped areas _____
 - d. Trash receptacles _____
 - e. Signs _____
8. Location, height and material of
 - a. Screening walls _____
 - b. Fences _____

Please Note: If the application or site plan is incomplete, site plan review will not be processed.

Before any building permit can be issued by the county, the following approvals must first be obtained from the Village of Shepherd:

1. Planning Commission approval of the site plan.
2. Zoning Board of Appeals granting of variance (if applicable).
3. Division of Public Works approval of an engineering site plan pertaining to sanitary sewer, water system, storm drainage and parking lots (including drives and curbs).
4. Michigan Department of Transportation approval if development proposal includes new or altered curb cuts to any entrances coming onto a state road. A similar approval from the Isabella County Road Commission is necessary for new or altered curb cuts onto county roads (such as Shepherd Rd or Blanchard Rd).

For zoning information, contact the Village of Shepherd office at (989)828-5278.

For information on drainage, public utilities and curb cuts, contact the Public Works Superintendent at (989)828-5062.

For Isabella County Building Inspector and Certificate of Occupancy, call (989)772-0911.

The Planning Commission usually meets the first Wednesday of each month at 7:00 pm at the Village of Shepherd Office to review and act upon sites plans.

CHECKLIST FOR SITE PLAN REVIEW

- 1. Submission of plan and application to Village of Shepherd Office _____
- 2. Review and approval of Zoning Administrator _____
- 3. Division of Public Works review and approval for drainage, utilities _____
- 4. Review and approval of Planning Commission _____
- 5. Review and consideration of variances by Zoning Board of Appeals (if applicable) _____
- 6. Submission of working drawings to County Building Inspector _____
- 7. Issuance of a Building Permit by County Building Inspector _____
- 8. Inspections by County Building Department and Village Department Of Public Works to insure compliance _____
- 9. Certificate of Occupancy _____

I certify that all of the above information is true and correct to the best of my knowledge. I am aware that falsification of information on this form is basis for denial and prosecution under the law.

Applicant Name (print)

____ Owner
____ Developer
____ Other _____

Applicant Signature

Signature of Zoning Administrator

Date

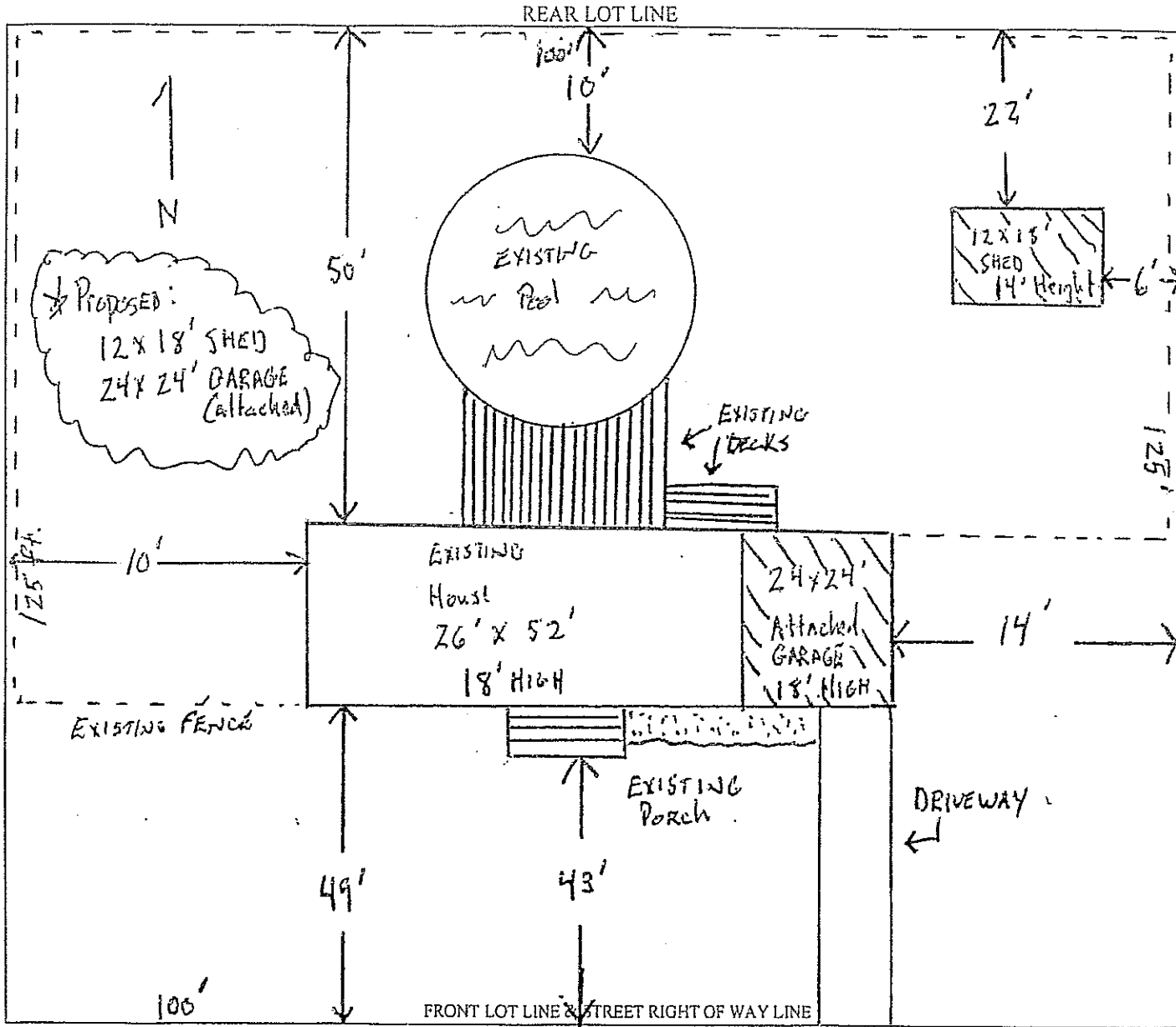
Signature of Chair of Planning Commission

Signature of DPW Superintendent

SAMPLE PLOT PLAN

The following MUST be shown on the drawing or the application SHALL not be accepted.

1. North arrow
2. All property lines with dimensions
3. Proposed streets, walks and driveways
4. All existing & proposed building sizes
5. Distance from side and rear property lines to all existing and proposed buildings
6. Distance from the front property line, as measured from the edge of the road right of way, to all existing & proposed building
7. Distance from proposed construction to existing building on site.
8. Height of all proposed buildings.



ROAD / STREET NAME: UNION ST.

NOTE: THE FRONT PROPERTY LINE BEGINS WHERE THE ROAD RIGHT OF WAY ENDS. IF YOU ARE UNSURE WHERE THE ROAD RIGHT OF WAY IS YOU MAY CONTACT THE VILLAGE DPW FOR ASSISTANCE.

YOUR SIGNATURE BELOW CERTIFIES THAT ALL INFORMATION IS ACCURATE. THE VILLAGE SHALL NOT DETERMINE PROPERTY OR LOT LINES, AND THE ISSUANCE OF A PERMIT SHALL IN NO WAY BE CONSTRUED AS A DETERMINATION OF THE CORRECT, VALID OR LEGAL LOCATION IN ANY WAY.

Joe Bubb 8/5/14
Applicant's Signature Date

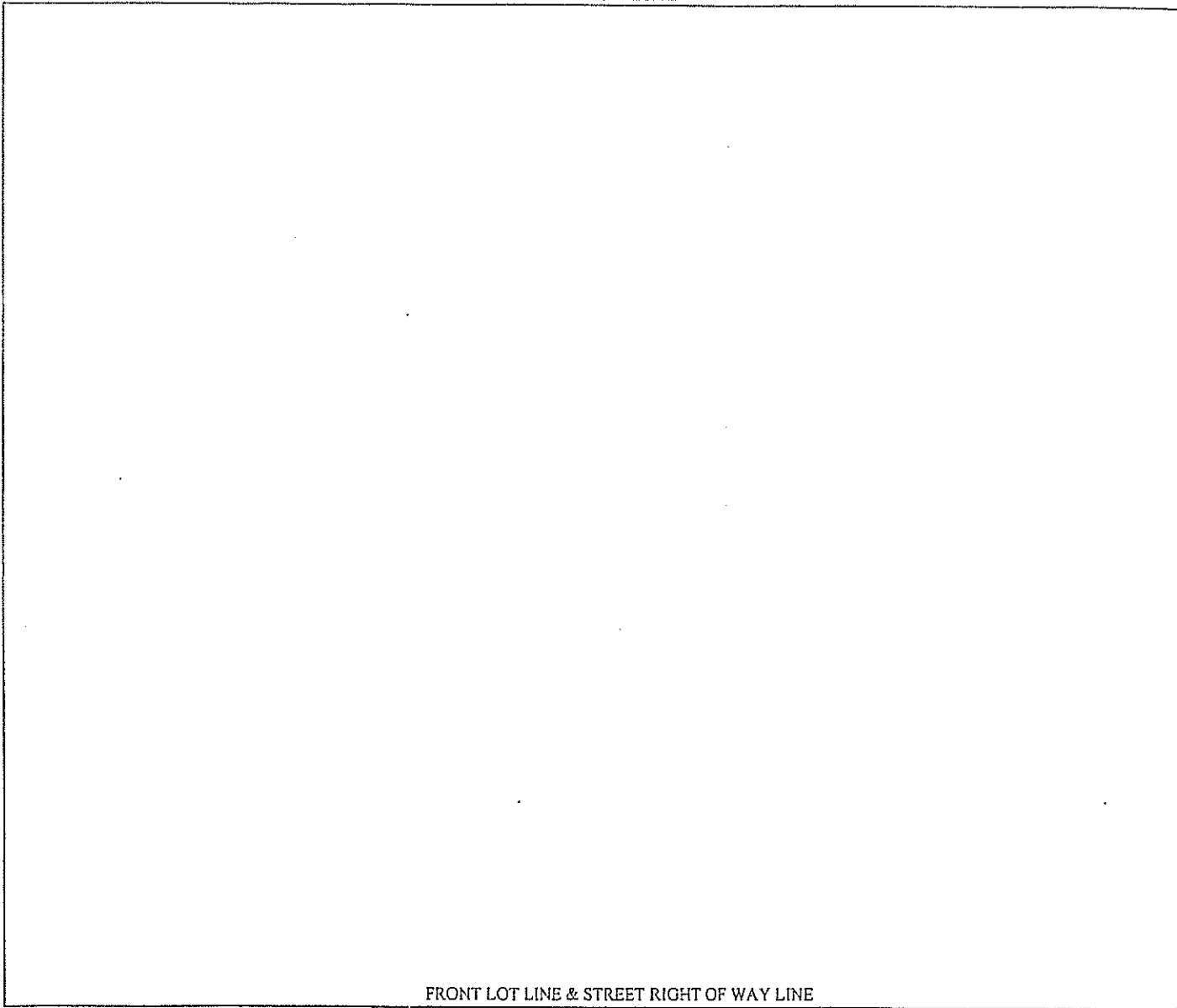
John Smith 8/5/14
Property Owner's Signature Date

PLOT PLAN

The following MUST be shown on the drawing or the application SHALL not be accepted.

1. North arrow
2. All property lines with dimensions
3. Proposed streets, walks and driveways
4. All existing & proposed building sizes
5. Distance from side and rear property lines to all existing and proposed buildings
6. Distance from the front property line, as measured from the edge of the road right of way, to all existing & proposed building
7. Distance from proposed construction to existing building on site.
8. Height of all proposed buildings.

REAR LOT LINE



FRONT LOT LINE & STREET RIGHT OF WAY LINE

ROAD / STREET NAME: _____

NOTE: THE FRONT PROPERTY LINE BEGINS WHERE THE ROAD RIGHT OF WAY ENDS. IF YOU ARE UNSURE WHERE THE ROAD RIGHT OF WAY IS YOU MAY CONTACT THE VILLAGE DPW FOR ASSISTANCE.

YOUR SIGNATURE BELOW CERTIFIES THAT ALL INFORMATION IS ACCURATE. THE VILLAGE SHALL NOT DETERMINE PROPERTY OR LOT LINES, AND THE ISSUANCE OF A PERMIT SHALL IN NO WAY BE CONSTRUED AS A DETERMINATION OF THE CORRECT, VALID OR LEGAL LOCATION IN ANY WAY.

Applicant's Signature

Date

Property Owner's Signature

Date