



CITY OF MARQUETTE
Single-Family or Two-Family Residential
ZONING COMPLIANCE PERMIT APPLICATION

CITY STAFF USE			
Parcel #:	_____	File #:	_____
Date Submitted:	_____	Fee:	_____ Rec#: _____ Ck#: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, AND NO WORK MAY COMMENCE UNTIL THIS APPLICATION IS APPROVED.

FEE SCHEDULE (We can only accept Cash or Check (Written to City of Marquette))

New Single Family or Duplex Dwelling	\$215	Demolition Permit:	
		Residential Structure	\$90
Residential Interior Remodel		Residential Accessory Structure	\$70
Up to 250 sq. ft.	\$70		
Over 250 sq. ft.	\$110	PUD Residential Phased Development,	
		New Single-family or Duplex Residential	\$125
Additions, Alterations, Accessory Structure, and Structural Amenities:		For a revision to an approved structure, etc. within one year of permit approval date	\$70
Sidewalk paving and/or Exterior stairs	\$50	Zoning Compliance Fee included in the Special Land Use Permit or Variance Application fees	
Structure, Paving, Amenities 250 sq. ft. or less	\$170		
Structure, Paving, Amenities over 250 sq. ft.	\$170		
Exterior Alterations Only – Door/Window openings	\$50		

If you have any questions, please call 228-0425 or e-mail alanders@marquettemi.gov. Please refer to www.marquettemi.gov to find the following information:

- Excerpts from the Land Development Code
- [Section 54.1401 Zoning Permits and Zoning Compliance Review](#)
 - [Article 3 Zoning Districts and Map](#)
 - [Article 4 Schedule of Regulations](#)
 - [Any other Article or Section applicable to your proposal](#)
- Ordinance #678 for Demolition of Buildings

PROPERTY OWNER
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
E-mail: _____

APPLICANT (if different than property owner)
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
E-mail: _____

PROJECT IDENTIFICATION	
Property Address: _____	Zoning District: _____

DESCRIPTION OF PROJECT

Proposed structures (including stairs, eave size, sidewalks, patios, driveways, etc.) and dimensions:

Building style and materials:

Proposed phases and timelines for work:

Ultimate ownership (examples Condominium or Self):

EXISTING CONDITIONS

Current Use (please check box): Single-family Two-Family (duplex) Vacant Property

Occupancy (please check box): Owner-Occupied Rental Vacant (No structure)

Parcel Size (width and length): _____

Square footage of all Existing Structure(s) on the parcel:

Residential Structure (single-family home or duplex): _____

Accessory Structures (Detached Garage, shed, patio, etc.): _____

PROPOSED CONDITIONS AND STRUCTURE(S) FOR EXTERIOR WORK ONLY

Total area of parcel being disturbed (including lawns): _____

Square footage of structure(s): _____

Height of structure(s): _____

Number of floors/stories: _____

Finished Floor Elevation (above grade and curb cut): _____

Elevation at the curb cut for driveway (if elevation in ft is known, otherwise 0-ft): _____

Proposed Construction and Use
(check all that apply)

Single-Family

- New Home (See New or Addition Box)
- Addition (See New or Addition Box)
- Interior remodeling (See Int. Rem. Box)
- Accessory Structure (See Acc. Struct. Box)
- Demolition (See Demolition Box)
- Paving/hard surface addition
- Alteration

Two-Family

- New Duplex (See New or Addition Box)
- Addition (See New or Addition Box)
- Interior remodeling (See Int. Rem. Box)
- Accessory Structure (See Acc. Struct. Box)
- Demolition (See Demolition Box)
- Paving/hard surface addition
- Alteration

Interior Remodeling

No Use Change
Use Change: _____

Accessory Structure Use

Type of Accessory Structure:

- Detached Garage
- Shed
- Detached Carport
- Patio
- Other _____

Describe proposed use of the structure: _____

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

- N/A
- Electricity
- Water
- Sewer
- Heat
 - Gas (forced air)
 - Gas (hot water)
 - Electric
 - Wood
 - Other _____

New or Addition

Heat

- N/A
- Gas (forced air) Gas (hot water)
- Electric Wood
- Other _____

Basement Use

- Storage Bedroom(s) Bathrooms
- Laundry Other _____
- No Basement
- Crawl Space Slab

Demolition

The demolition of buildings must meet Ordinance #678, please click on the following link:
<https://www.marquettemi.gov/wp-content/uploads/2019/05/ord678.pdf>

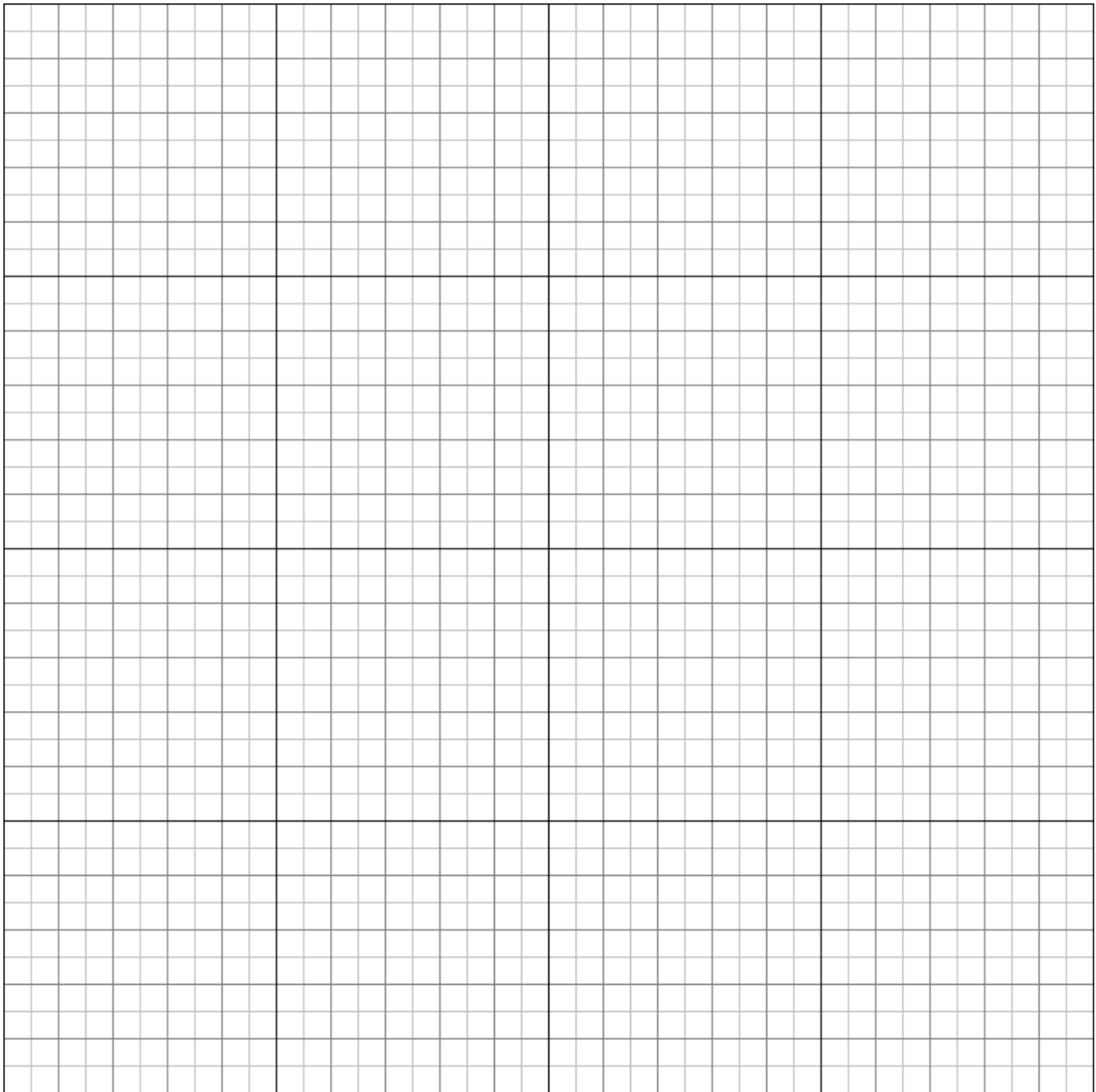
PROVIDE A PLOT PLAN DRAWN TO SCALE

(attach a separate sheet if needed)

Please note, we have aerial maps if you rather use that to draw on, please contact our office @ 228-0425.

The following information must be shown on the plot plan:

- For interior remodeling, please provide the floor plans of the structure.
- Show and label property lines and dimensions.
- Provide the North Arrow.
- Show and label adjoining rights-of-way, curb and pavement location and dimensions.
- Show and label all structures and dimensions.
- Show all structure setback distances from the property lines and between the structures.
- Show driveway location and dimensions and all parking spaces.
- Any other features that affect development (i.e. easements, rock outcrops, etc.)



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.**
- **Setback:** The minimum required horizontal distance between the foundation of a building or other structure, excluding allowable projections and encroachments, and the lot line or right-of-way line.
- If the owner and/or builder does not know the exact location of the property lines, a surveyor should be consulted.
- Yard 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.
- Demolition of Buildings – Must meet Ordinance #678.
- The above stipulations and requirements are not all-inclusive; it is the applicant's and property owner's responsibility to review the Land Development Code for the applicable standards regarding the proposed project.
- 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 Land Development Code.
- **The property owner authorizes the City Staff to inspect the property and verify compliance with this permit.**
- **The property owner acknowledges that the information in this application is correct and accurate.**
- **If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf.**

PROPERTY OWNER SIGNATURE – REQUIRED

This application WILL NOT be accepted without the property owner's signature below.

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

Sign
Here

PROPERTY OWNER SIGNATURE: _____

PRINTED NAME: _____

PROPERTY ADDRESS: _____ DATE: _____

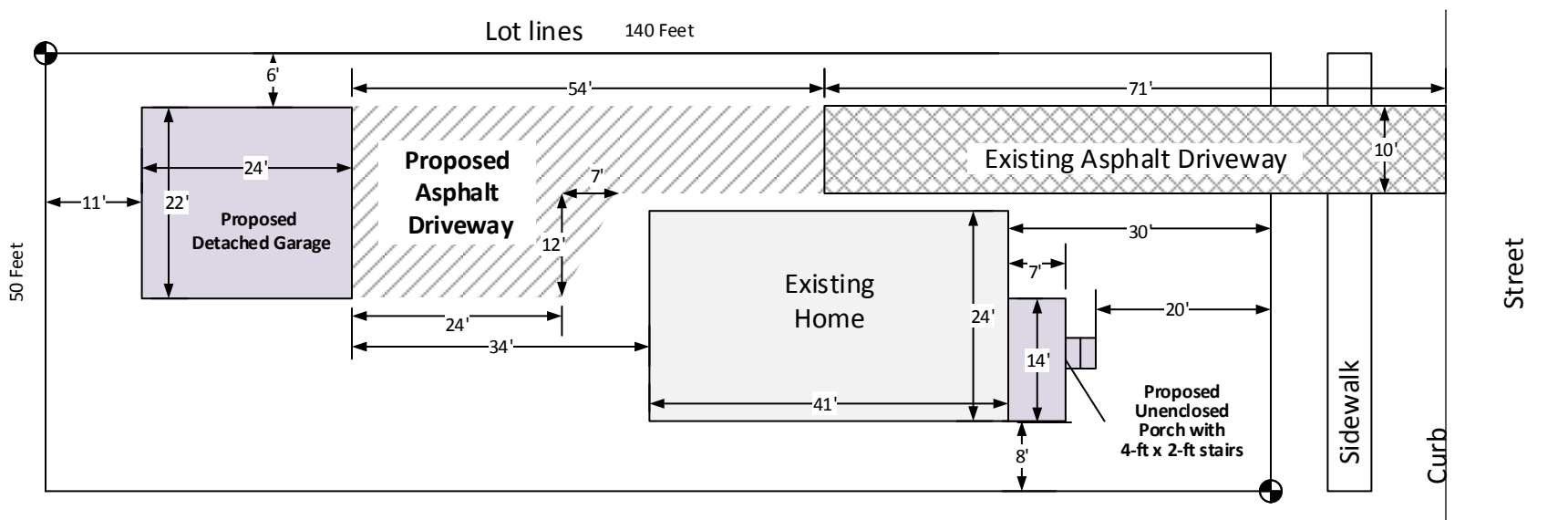
Applicant Signature (ONLY if applicant is NOT the property owner)

- The applicant acknowledges review of Section 54.1401 Zoning Permits and Zoning Compliance Review of the Land Development Code (available at www.marquettemi.gov or at the Municipal Service Center).
- If a demolition is proposed, the applicant acknowledges review of Ordinance #678 – Demolition of Buildings, and that this ordinance will be adhered to. (See page 3 or 4 of permit for the website link.)
- The applicant acknowledges that the information in this application is correct and accurate.

APPLICANT SIGNATURE: _____

Date: _____

SAMPLE PLOT PLAN FOR YOUR REFERENCE



The following information must be shown on the plot plan:

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