

CITY OF MARQUETTE

Multiple Family, Non-residential, or Mixed-Use
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))

Residential Interior Remodel

- ☐ Up to 250 sq. ft. \$75
☐ Over 250 sq. ft. \$115

**Additions, Alterations, Accessory Structure, and
Structural Amenities:**

- ☐ Sidewalk paving, Exterior stairs, Exterior Door &
Window Alterations, Access Ramps, Retaining
walls, Egress Window Wells, Relocation of
Accessory Structures \$50
☐ Structure, Paving, Amenities 250 sq. ft. or less \$175
☐ Structure, Paving, Amenities over 250 sq. ft. \$175

Commercial Interior Remodeling:

- ☐ Up to 500 sq. ft. \$280
☐ Over 500 sq. ft. \$300

- ☐ **Commercial Alterations** (windows, façade, etc.) \$175

Demolition Permit:

- ☐ Residential Structure \$95
☐ Residential Accessory Structure \$75
☐ Non-residential Structure \$160

- ☐ **PUD Commercial Phased Development,
New Commercial, ≥3-unit Residential** \$155

- ☐ **For a revision to an approved structure, etc.
within one year of permit approval date** \$75

- ☐ **Zoning Compliance Fee included in the Special
Land Use Permit, Variance, or Site Plan Review
Application fees**

**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: _____
Additional Addresses (If applicable): _____

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 all that apply): ☐ Multiple Family Residential: # of Units _____ ☐ Office ☐ Retail
☐ Service ☐ Mixed-Use ☐ Industrial ☐ Other: _____

Occupancy (please check all that apply): ☐ Owner-Occupied ☐ Residential Rental ☐ Commercial Lease

Parcel Size (width and length): _____

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

Residential and/or Commercial Structure: _____

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: _____

Elevation at the curb cut for driveway: _____

Proposed Use

Multiple Family (3 residential units or more): # of units _____

Non-Residential (Please state all uses): _____

Mixed-Use: Residential & Commercial (Please state all uses): _____

Proposed Construction (Please Check all that apply)

☐ New Structure

☐ Alteration

☐ Addition

☐ Commercial Interior remodeling: ☐ Use Change to _____ ☐ No use Change

☐ Residential Interior Remodeling: Change from _____ units to _____ units

☐ Demolition - must meet Article IV of the City Code, please click on the following link:
https://library.municode.com/mi/marquette/codes/code_of_ordinances?nodeId=COOR_CH10BUBURE_ARTIVDEBU

☐ Re-paving of an off-street parking lot, provided there are no grading changes and no changes to the configuration of the parking lot layout.

☐ Accessory Structure

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

☐ Electricity

☐ Water

☐ Sewer

☐ Heat

☐ Gas (forced air)

☐ Gas (hot water)

☐ Electric

☐ Wood

☐ Other _____

☐ Other _____

- ❖ Please review the Land Development Code, and more specifically, the following:
 - **SECTION 54.1402 SITE PLAN REVIEW, Figure 49. Required Review Process Based on Development Activity** to determine if the project requires site plan review, minor site plan review, or is exempt from site plan review.
 - If site plan review or minor site plan review is required:
 - A completed Site Plan Review application with the required number of hard copy site plans that are professionally sealed by an architect, engineer, or landscape architect indicating license in the State of Michigan is required with your submittal.
 - **SECTION 54.1403 SPECIAL LAND USE REVIEW**, if your project requires a Special Land Use Permit.
 - If Special Land Use review is required:
 - A completed Special Land Use Permit and Site Plan Review applications with the required number of hard copy site plans that are professionally sealed by an architect, engineer, or landscape architect indicating license in the State of Michigan is required with your submittal.
- ❖ For non-residential interior remodeling, two (2) hard copies and one (1) digital copy of the plans sized 24 inches by 36 inches shall be drawn to a scale acceptable to the Zoning Administrator and shall be sealed by a professional engineer or architect.
- ❖ If your project is exempt from site plan review and sealed 24" x 36" site plan, then you shall provide a plot plan of your proposal. Please fill out page 4.

**Only if proposal is exempt from Site Plan Review and sealed
24" x 36" site plans**

PROVIDE A PLOT PLAN DRAWN TO SCALE

(attach a separate sheet if needed)

The following information must be shown on the plot plan:

- 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)

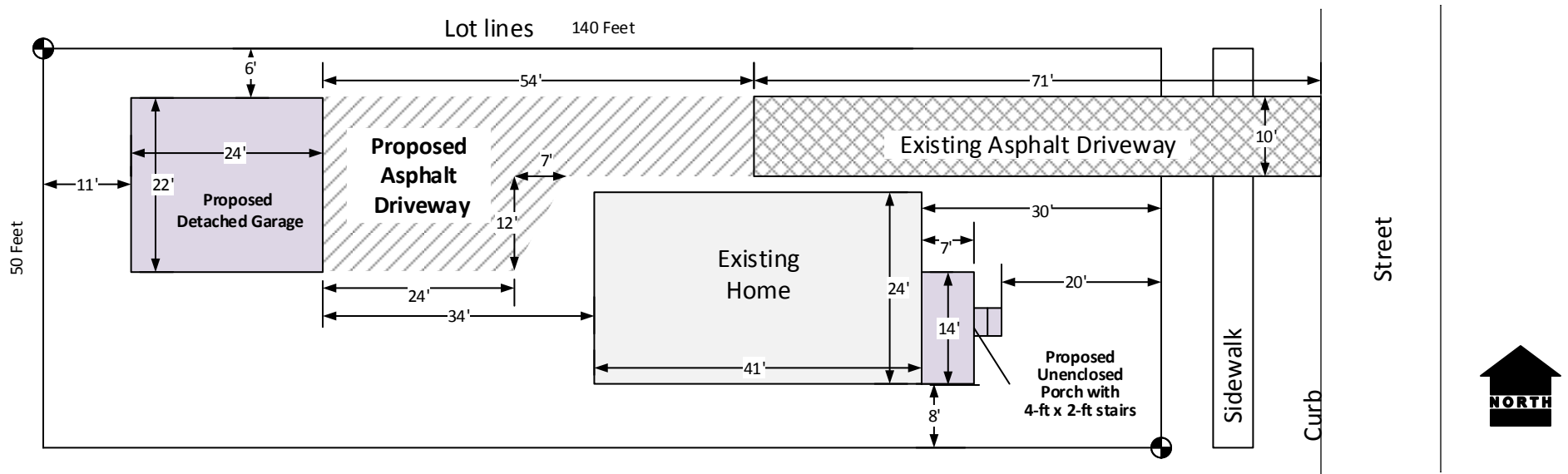
- The applicant acknowledges review of Section 54.1401 Zoning Permits and Zoning Compliance Review of the Land Development Code (available at www.marquettemi.gov or at the Municipal Service Center).
- If a demolition is proposed, the applicant acknowledges review of Ordinance #678 – Demolition of Buildings, 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: _____

Only if proposal is exempt from Site Plan Review and sealed 24" x 36" site plans

SAMPLE PLOT PLAN FOR YOUR REFERENCE



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- 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.)