



CITY OF WAYLAND

Zoning Permit Application

103 S. Main
Wayland, MI 49348
Phone: 269-792-2265
Fax: 269-792-0387
<http://www.cityofwayland.org>

PC Case (city assigns) #:

Send to: planning@cityofwayland.org

Fees: Application Fee- \$10.00 Change of Use- \$10.00 Site Plan Review- Staff/Consultant time

Homeowner (or Business)	Contractor
Name: _____	Company: _____
Address: _____	Company Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Parcel #: _____	Contact name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Project Information: Include site plan drawing if required. Work to be done (please check all that apply):	
<input type="checkbox"/> New Building Construction	<input type="checkbox"/> Building Demolition
<input type="checkbox"/> Accessory Building/Shed (site plan)	<input type="checkbox"/> Fence (size/ placement/ location)
<input type="checkbox"/> Moving a Building (site plan)	<input type="checkbox"/> Sign (size/ placement/ material)
<input type="checkbox"/> Existing Building Addition or Alteration (site plan)	<input type="checkbox"/> Driveway Work (in right-of-way)
<input type="checkbox"/> Other (describe): _____	
Project Address: _____	Zoning District: _____
General Description of Project: _____	
Total Cost of Project _____	Will the work change the USE of this property? <input type="checkbox"/> Yes <input type="checkbox"/> No
After the project is complete, the setbacks established will be (if applicable):	
Front: _____ feet	Back: _____ feet
Side: _____ feet	Side: _____ feet
Does this project involve a: <input type="checkbox"/> Non-conforming use <input type="checkbox"/> Non-conforming structure <input type="checkbox"/> N/A	
Is this a home occupation? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what kind? _____	
Any special equipment use? <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing Other: _____	
Will this project result in an increase in off-street parking? <input type="checkbox"/> Yes <input type="checkbox"/> No	

I understand that **before** a building permit can be issued, I must have an approved Zoning Permit Application. Additionally, the undersigned affirms that he/she/they is (are) the owner of subject property or authorized to represent the interests of all property owners involved in this application and that the answers and statements herein contained and all maps, plans, and other information herewith submitted and attached are in all respects true to the best of his/her/their knowledge and belief. The undersigned acknowledges they have received or have been made available all applicable Ordinances and will comply with said Ordinances.

Signature of Applicant: _____ **Date:** _____

Administrative Use Only:

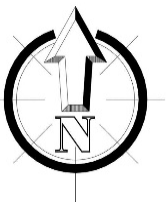
Is this project consistent with the Master Plan? Yes No Application: Approved Denied

Signature of Zoning Administrator/Date: _____

Remarks: _____

SITE PLAN

- Please submit the completed application to City Hall at 103 S. Main Street, Wayland, Michigan 49348 or electronically at: planning@cityofwayland.org
- If your submission requires additional site plan information, as required by sections 20-118 and 20-119 of the City of Wayland's Ordinance, please submit it with this application.
- Approval of this Zoning Permit shall expire and be of no effect 365 days following the date of approval unless work has begun and is diligently pursued to completion.



Site plan required, next page. Applicable? Yes No

City of Wayland
Site Plan Content Checklist
(Ref. Sec. 20-119)

Required for Submittal to Planning Commission:

- 11 copies – 11” x 17” of fully dimensioned site plans and building elevation plans (unless waived)
- 3 copies – 24” x 36” fully dimensioned site plans
- 1 digital file in Adobe Acrobat PDF file format

The following information must be attached to or incorporated on all plans submitted for review:

- A legal description of the property under consideration
- A map indicating the gross land area of the development
- The present zoning classification
- The zoning classification and land use of the surrounding properties
- The names and addresses of the architect, planner, designer, or engineer responsible for the preparation of the site plan
- Elevations of proposed buildings, drawings or exterior sketches

Information to be on Site Plan:

The following information must be included on the site plan:

- A scale of not less than 1” – 40’, if the property is less than three (3) acres, 1” – 100’, if it is three (3) acres or more
- Date, north point and scale
- The dimensions of all lot and property lines
- Existing structures and driveway openings on properties within 100 feet (including opposing drives)
- The location of each proposed structure
- Proposed building height and the number of stories
- Building areas and square footage
- Setback distances between structures and lot lines
- Location and dimensions of vehicular entrances and loading points
- Existing and proposed drives and parking areas, the number of parking and loading spaces
- All pedestrian walks, mall and open areas
- Location and height of all walls, fences
- Landscape plan
- The location and right-of-way widths of all abutting streets
- Types of surfacing, such as paving, turf or gravel
- A grading plan with existing and proposed topographic elevations of the area
- A storm drainage plan
- Size and location of proposed sewer and water lines and connections
- The number of proposed units (or multiple-family developments)
- Wetlands, shorelines, streams, wood lots, existing trees and vegetation
- Site lighting including the location, height and orientation of light fixtures