



# ZONING AUTHORIZATION APPLICATION

202 West 5<sup>th</sup> Street, Clare Michigan 48617  
(989) 386-7541 phone (989) 386-4508 fax  
[www.cityofclare.gov](http://www.cityofclare.gov)

PERMIT NUMBER: \_\_\_\_\_

New Construction  House  Addition  Alteration  Install Manufactured Home  Fence  Garage  Pole Barn  
 Deck  Shed  Other (explain) \_\_\_\_\_ Note: Dwellings under 720 SF require Planning Commission approval

Demolition Permit - must provide proof of utility service disconnects and inspection:

Gas disconnect date: \_\_\_\_\_ By: \_\_\_\_\_ Electric disconnect date: \_\_\_\_\_ By: \_\_\_\_\_  
Sewer/Water disconnect date: \_\_\_\_\_ By: \_\_\_\_\_ Fire Dept. Inspection: \_\_\_\_\_ By: \_\_\_\_\_

**Property/Proposed Building Information:**

Property Address: \_\_\_\_\_ Parcel ID Number: 18- \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Parcel Size: \_\_\_\_\_ Building Height: \_\_\_\_\_ Building Dimensions: \_\_\_\_\_ New Building/Addition SF: \_\_\_\_\_

**FLOOD HAZARD AREA:**  NO  YES: If yes, structure must conform to Section R324, Flood Resistant Construction, of the Michigan Residential Code, and Section 1612, Flood Loads, of the Michigan Building Code.

**Applicant Information-please print**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Cell/Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Owner (if different from applicant) please print**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Cell/Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Contractor Information: DBA:** \_\_\_\_\_

License No.: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Liability Insurance Carrier: \_\_\_\_\_  
Insurance Contact Number: \_\_\_\_\_ Policy # \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

I hereby attest that the information on this application is, to the best of my knowledge, true and accurate and that I intend to comply fully with all Ordinances and regulations of the City of Clare, Michigan, Clare County, Michigan, and of any other agencies and governmental units which may be involved.

\_\_\_\_\_  
Signature of Applicant Date

Owner or Owners Representative on behalf of Owner, hereby authorizes the City of Clare to conduct site inspections of this property for zoning or taxing purposes.

\_\_\_\_\_  
Owner/Owner Representative Signature Date

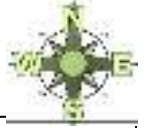
**\*\*\*Submit a Site Plan sketch on Page 2 of this form with sufficient detail to indicate property and proposed building(s) locations and dimensions with an arrow showing North.**

**\*\*\*Following approval of the Zoning Authorization Permit, all electrical/mechanical/building/demolition permits must be obtained from Clare County Community Development in Harrison, Michigan, [www.clareco.net](http://www.clareco.net); 989-539-2761.**

DO NOT WRITE BELOW THIS LINE: This Permit will not be authorized until all required steps have been addressed.

Application Received on: \_\_\_\_\_  Granted  Denied-Site Plan Review is required  Denied Other: \_\_\_\_\_  
Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit is valid for 1 year from date of issue.



**PROPERTY SKETCH:** Show sufficient detail to indicate property lines and proposed building(s) locations/demolition and dimensions.

## **ZONING AUTHORIZATION FAQ'S**

### **FENCES**

- ❖ Zoning Authorization Permit is required from the city.
- ❖ Height Requirements:
  - Fence can be up to 4 feet high between the house and the road.
  - Side yard fence can be up to 6 feet high from the front edge of the dwelling to the rear of the yard.
- ❖ Finished side of fence must face toward the neighboring property.
- ❖ If deemed necessary, the resident desiring to install the fence is responsible for a survey.

### **ACCESSORY BUILDINGS**

- ❖ Zoning Authorization Permit is required from the city.
- ❖ A Building Permit from Clare County is required for accessory buildings over 200 square feet.
- ❖ Location Requirements:
  - Cannot be placed forward of the front edge of the residence; It cannot be placed between the residence and the street.
  - Must have a minimum 6-foot distance away from any other structures on the property; and
  - Must have a minimum 3-foot distance from the property line.

### **TINY HOMES (Dwellings less than 720 square feet)**

- ❖ Must have Planning Commission Site Plan Approval

### **ZONING CODE INFORMATION**

- ❖ The city's zoning codes are available online under Chapter 52 at <https://library.municode.com/mi/clare/codes>

Please note, that the Zoning Administrator/Ordinance Enforcement Officer is available for on-site meetings with homeowners if deemed necessary. Contact Terry Acton at [actont@clareco.net](mailto:actont@clareco.net) or 989-630-7253. The Clare County Building Department can be reached at 989-539-2761.