

ZONING AUTHORIZATION APPLICATION



202 West 5th Street, Clare Michigan 48617
(989) 386-7541 phone (989) 386-4508 fax
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: _____

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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.

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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; 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 or 616-606-5176. The Clare County Building Department can be reached at 989-539-2761.