



City Hall  
310 Greenwood Street  
Grand Ledge MI, 48837  
517-627-2149  
cityhall@grand-ledge.com  
Monday - Friday, 8:00 a.m. - 5:00 p.m.

## Zoning Permit Application

A zoning permit is required prior to construction of a new or expansion of an existing driveway/parking area and for the construction of all buildings, including those which do not require a building permit. Fences and signs are processed under separate permits.

Project Address: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Corner lot (circle one):            yes            no

Property use is/will be (circle one):    Residential    Commercial    Industrial    Office    Vacant

Proposed Activity (Please describe all proposed changes to the use, building and site):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Work or Cell): \_\_\_\_\_

Email: \_\_\_\_\_

**If the applicant is *not* the property owner, please complete the following:**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Work or Cell): \_\_\_\_\_

Email: \_\_\_\_\_

Please provide a plot plan that includes the following information:

1. Lot dimensions
2. Front, rear and side yard setbacks for all existing and proposed structures (setbacks are measured to the property lines)
3. Label adjacent public and private roads
4. Location and sizes of all existing and proposed structures
5. Driveways (location and dimensions)
6. Easements
7. North indicator

Notes:

- No construction of any kind is permitted within the public right-of-way except that a right-of-way permit from the City of Grand Ledge Public Service Department may be issued for the construction of a new or expansion of an existing driveway approach. Such permit may not be issued until a zoning permit has been approved by the City of Grand Ledge Zoning Administrator.
- The applicant is responsible for identifying property lines to ensure that the proposed work is conducted within the confines of the subject property, does not extend into the public right-of-way and complies with all setback requirements of the Zoning Ordinance.
- The City of Grand Ledge has no jurisdiction over master deed restrictions. Approval of a zoning permit will be issued if the proposed work complies with the City of Grand Ledge Zoning Ordinance. The applicant/property owner should be aware that there may be deed restrictions regarding decks, additions, accessory structures, driveways, parking spaces, etc. Please contact your homeowners/condominium association prior to commencing any type of construction.

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The undersigned hereby certifies that the information and statements provided on this application are true, accurate and complete.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approve Permit

Deny Permit

\_\_\_\_\_  
Zoning Administrator

Date: \_\_\_\_\_

Conditions of approval: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_