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|  | <p align="center"><b>City of Sylvan Lake</b><br/> 1820 Inverness<br/> Sylvan Lake, MI 48320<br/> Phone (248) 682-1440 Fax: 682-7721</p> <p align="center"><b>www.sylvanlake.org</b></p> |
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Application # \_\_\_\_\_

Approval Date \_\_\_\_\_

Application Date \_\_\_\_\_

Approval Signature \_\_\_\_\_

## APPLICATION FOR COMMERCIAL ZONING PERMIT

**To the City of Sylvan Lake:** The undersigned hereby applies for a zoning permit to build, construct, remodel, and occupy, or to install according to the following statement and further agrees to maintain the property, while under construction, in accordance with all the Codes of the City of Sylvan Lake.

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Builder: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Building Site Address: \_\_\_\_\_ Sidwell # \_\_\_\_\_

Area Zoned as: \_\_\_\_\_ Type of construction: \_\_\_\_\_

Building or Other Trade permit required? Building  Plumbing  Electrical  Mechanical

Variance required? Yes  No  Date variance granted \_\_\_\_\_

Site Plan Review required? Yes  No  Date SP Approved \_\_\_\_\_

Estimated construction cost \$ \_\_\_\_\_

For the following, submit four (4) sets of plans. Additional Permits through Bloomfield Twp. are required (check all that apply):

New building  Addition  Deck  A/C or Generator

Accessory Structure  Grading  Signs (Additional form required)

Fence  Driveway  Ditch Enclosure/ROW improvements  Roof Screening

Utilities  Other (add'l permits to be determined)  : \_\_\_\_\_

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**APPLICATION FOR COMMERCIAL ZONING PERMIT**

Description of work being performed: \_\_\_\_\_

New Construction, Addition, Accessory Structure, Fence or Patio:  
 Requires Site Plan Approval. Submit construction plans for final zoning review.

Driveway: Show all structures, and existing and proposed driveway on the property.  
 Supply information found in "Drainage" section of the Grading Plan Checklist document.  
 Show driveway approach with proposed width at street (see ROW policy).  
 May require site plan review depending on the extent of work being performed.

Signs: Complete and return the sign application along with all required documentation.

Roof Screening: Provide photographs and drawings indicating type and location of screening.

Interior modifications/build out: Provide detailed information on use and floor plan with parking calculations. **May require site plan review.**

In addition to the zoning review fee, a Cash Bond is required for any work performed in the Road Right of Way and may be required for parking and stacking in the ROW.

The Street and all Right of Way property will be restored to the same or better condition than it was prior to work being performed. This includes damage or wear from parking, loading/unloading, and stacking.

Application Fee:   \$75   Review Fee (determined by City Manager): \_\_\_\_\_

Performance Bond (determined by City Manager): Amt: \_\_\_\_\_ Duration: \_\_\_\_\_

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

Signature of Owner \_\_\_\_\_ Date: \_\_\_\_\_

|                                      |
|--------------------------------------|
| For Office Use:<br>Number of Reviews |
|--------------------------------------|

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| January 2015 |
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