



\$100 Non-refundable  
Application Fee

City of New Buffalo  
224 W Buffalo St  
New Buffalo, MI 49117  
269-469-1500

EMAIL: [forms@cityofnewbuffalomi.gov](mailto:forms@cityofnewbuffalomi.gov)  
WEBSITE: [www.cityofnewbuffalomi.gov](http://www.cityofnewbuffalomi.gov)  
Authority: 1972 PA 230  
Completion: Mandatory to obtain permit  
Penalty: Permit cannot be issued

### ZONING PERMIT APPLICATION

A drawing (site plan shown from a "bird's eye" view) indicating property lines, location of all buildings presently on the property and location of the proposed new structure(s), must be submitted with this application. The site plan should also include measurements from your new project to property lines and distances between all buildings. The project must be marked in some way (in ground with stakes or on ground with painted markings). "Change of Use" applicants are exempt from providing a site plan as indicated and instead, will provide a statement of the proposed new use of the existing structure.

#### I. Job Location

JOB Address		Name of Owner	
Name of City, Village or Township in which job is located:		County	
Owner Telephone			

#### II. Applicant (Contractor/Property Owner Information)

Contractor  Owner

Address		City, State	Zip
Telephone	Work/Cell Phone	Fax	Email

#### III. Type of Job (PLEASE MARK AS MANY AS ARE APPLICABLE)

<input type="checkbox"/> New	<input type="checkbox"/> Single Family	<input type="checkbox"/> Two Family Home	<input type="checkbox"/> Outbuilding	<input type="checkbox"/> Barn	<input type="checkbox"/> Shed	<input type="checkbox"/> Carport
<input type="checkbox"/> Addition	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Prefab	<input type="checkbox"/> Garage	<input type="checkbox"/> Attached	<input type="checkbox"/> Detached	
<input type="checkbox"/> Alteration	<input type="checkbox"/> Fence - Indicate Type Here _____		<input type="checkbox"/> Pool	<input type="checkbox"/> Above	<input type="checkbox"/> Below Ground	
<input type="checkbox"/> Change of Use (Current Use _____)	<input type="checkbox"/> Foundation Only		<input type="checkbox"/> Commercial Building			
<input type="checkbox"/> Other _____	<input type="checkbox"/> Deck	<input type="checkbox"/> Porch	<input type="checkbox"/> Attached	<input type="checkbox"/> Detached		

#### IV. Project Dimensions

\_\_\_\_ Project Width      \_\_\_\_ Project Length      \_\_\_\_ Project Height (from grade to highest point)      \_\_\_\_ # of Floors      \_\_\_\_ Total Square Feet

#### V. Zoning Questions

Does this property have frontage on two roads?	YES	NO
Does this property have lake frontage?	YES	NO
Is there a dwelling presently on this property?	YES	NO
Is there an accessory building presently on this property?	YES	NO
Is the construction located within 500 ft of a lake, stream, or natural body of water?	YES	NO
Will the construction require the moving of one surface acre or more of land?	YES	NO
If construction is for an accessory building, will it contain animals?	YES	NO

**A SITE PLAN MUST BE SUBMITTED THAT INCLUDES**

- A description of the project
- North arrow
- Legal description or address and Tax ID # of the subject property
- Location of the property lines and an illustration of the setbacks
- Dimensions of the parcel, the development area and open space
- Location of existing and proposed structures on the site and within 50' of the parcel.  
Include length, width, height and total square footage of all structures
- Location of adjoining streets, sidewalks and private easements
- Any other information helpful in making a determination

**VI. Responsibilities of Applicant:** It is your responsibility to be aware of any deed restrictions, subdivision regulations, flood plain regulations, and wetland regulations. I have read, acknowledged, and will comply with all of the above and with the land use regulations, as determined by the zoning administrator, or will go to the proper board for a variance/special consideration and will provide in writing such approvals, if granted, to the zoning administrator.

<b>APPLICANT SIGNATURE</b>	<b>DATE</b>
Zoning Official's Signature	Date

SITE PLAN