

**PERMIT FEE: \$30.00**

**RETURN TO: 933 TERRACE ST, MUSKEGON, MI 49440**

## DEVELOPMENT PERMIT APPLICATION

### City of Muskegon Planning Department

Which projects require a Development Permit? Fences • Accessory structures (sheds, gazebos, raised garden beds, chicken coop) • Small Pools (less than 2 feet deep) • Paved Areas • Driveways • Community Gardens •

**Today's Date:** \_\_\_\_\_ **Property is:**  Residential  Commercial  Industrial  
**Property Address where work will be done:** \_\_\_\_\_  
**Owner Name:** \_\_\_\_\_ **Owner Phone:** (\_\_\_\_\_) \_\_\_\_\_  
**Owner Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
**Contractor:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_  
**Communication Preference:**  Email  Mail **Email Address:** \_\_\_\_\_

**Fence** (6 feet high or less • detailed height and placement specifications listed on back of application)

**Indicate Fence Material:**     Solid Board  Chain Link  Masonry  Metal  Picket  \_\_\_\_\_

**Shed** (Max shed size for 1 & 2 family dwellings is 200 ft<sup>2</sup> • Max. for all other properties is 120 ft<sup>2</sup> • Larger sheds require a building permit from the Building Inspection Department • Sheds on commercial property may require site plan review • One shed per lot • No metal sheds are allowed)

**Paved Parking Area/Driveway** (must be paved – concrete, asphalt, or concrete pavers • no gravel driveways)

**Other** (please specify raised garden bed, gazebo, Zoning Verification Letter etc.)

**Chicken Coop** Must be located 5 feet from the property line, 25 feet from any housing unit and not cover more than 50% of property. 6 chickens (no roosters) maximum. Check zoning ordinance/brochure for allowed districts.

**Describe work to be done** (if permit is for a fence, give the height & fence style • for a shed, give size & material used • provide size/dimensions of all proposed structures &/or areas to be paved • provide setbacks from structure/pavement to property lines)

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

**Site plan required:** You must provide a sketch/site plan showing the location of property lines, structures, fences, gates, driveways, pavement, etc. on the subject property. Include setbacks. For your convenience, graph lines have been provided on the back of this application, or the sketch can be attached to the application.

**Notice:** Separate permits are required for any building, plumbing, heating, ventilating, air conditioning, electrical, or mechanical work which do not meet the criteria for this application.

**Starting date:** \_\_\_\_\_ Permits are valid for *one year* from date of issue.

**I hereby attest that I am the property owner and that all information on this application is true and accurate, to the best of my knowledge.**

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This area for Staff use only**

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

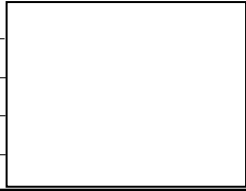
Inspector comments/conditions of approval: \_\_\_\_\_

By: Cash \_\_\_\_\_ Check \_\_\_\_\_ Charge \_\_\_\_\_

Staff Initials: \_\_\_\_\_

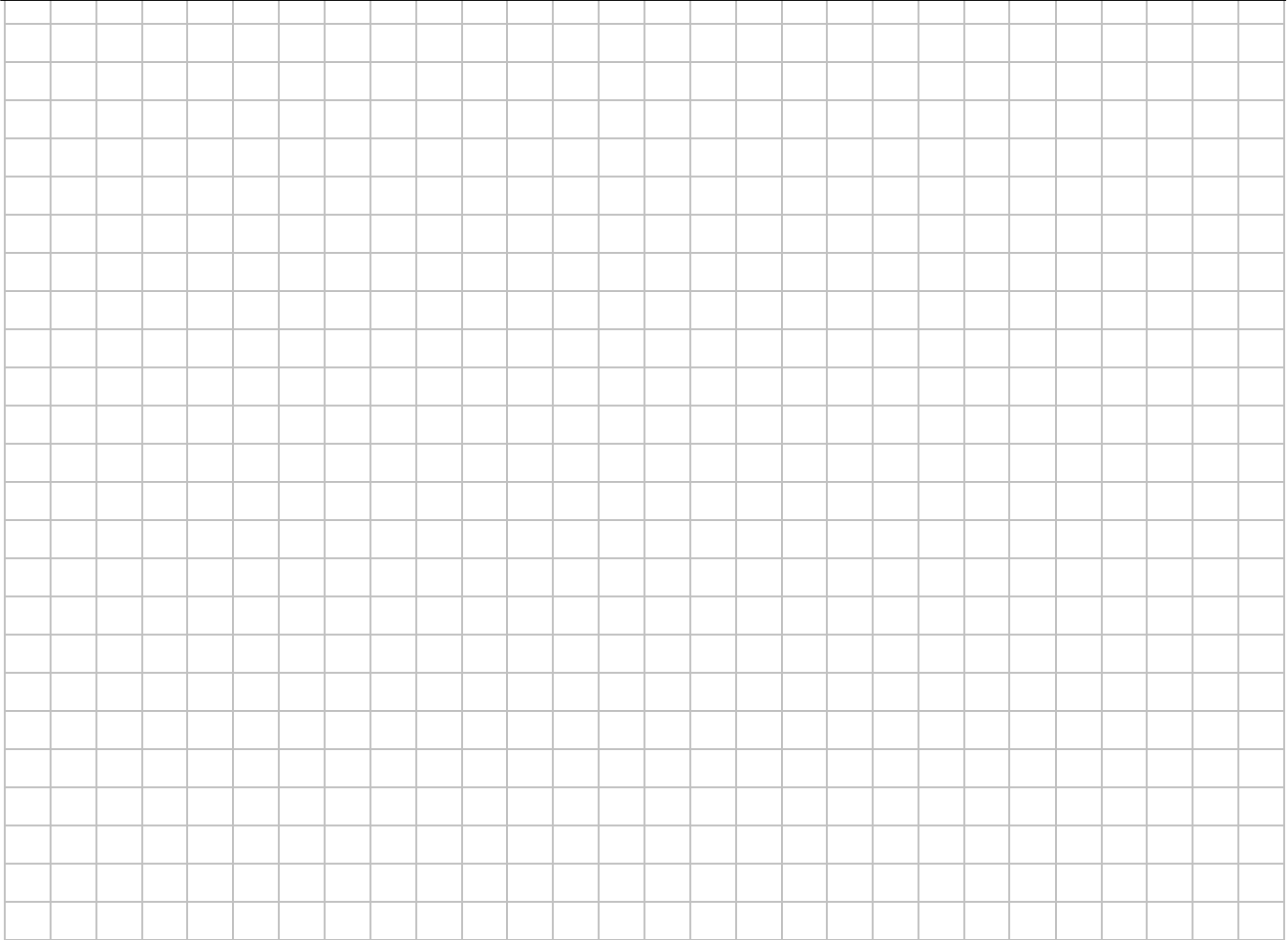
Permit Number: \_\_\_\_\_

Fire Dept. approval for Commercial fences: Date: \_\_\_\_\_ Initials: \_\_\_\_\_



# Site Plan

**Start by drawing an outline of your property** (rectangle, square, etc). Add the house and any outbuildings. Draw where the proposed fence, shed, parking pad, etc. will be located. For structures other than fences, note the setback measurements from the property line(s). Make sure to show street name(s) & location. A sample drawing is located below.



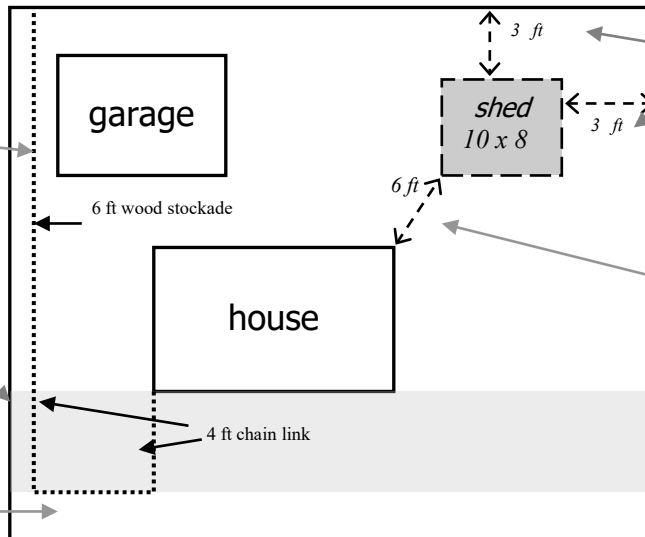
## SAMPLE SITE PLAN DRAWING:

### FOR FENCES:

Draw a line to show where your fence will be.

Area in front of the front building line of the home (shaded area) – Maximum height for open fence is 4 feet; privacy fence, 3 feet

Fence must be 18 inches back from the sidewalk



### FOR SHEDS & POOLS:

Note how many feet from the property line(s) the shed or pool will be (setback must be at least 3 feet from property lines). Pools cannot be located under any overhead utility lines.

Note how many feet from the house the shed or pool will be (must be at least 6 feet from the house)

*For a house on a corner lot, contact Planning Dept. staff for assistance, due to additional regulations*

sidewalk