



Village of Bellaire
202 N. Bridge St. P.O. Box 557
Bellaire, MI 49615

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Plot Plan Review Application and Checklist

Property Address: _____

Property Number (Parcel ID#): _____

Property Owner: _____

Property Owner Address (if different): _____

Zoning District: _____

Applicant (if different than owner): _____

Applicant Address (if different than owner): _____

Fee Paid: \$ _____	Date Rec'd: _____	Rec'd by: _____
Case #: _____	Inspection Date: _____	
Approved: _____	Denied: _____	Permit #: _____ Date issued: _____

In accordance with Article 6. Section 6.02.B., plot plan approval is required by the Zoning Administrator prior to the issuance of a Zoning Permit, for all other uses not listed in Section 6.02.A (1-8), including any site plan amendment or change of use meeting the minor change criteria. A plot plan is required for the reopening of a business or establishment of a new business when the structure has not been used for a business for 12 months or greater.

Proposal Type / District: (circle all that apply)	
A. Single-family Residential (one structure)	D. Expansive/ Renovation of existing use less than 25%
B. Additions to Single-family Residential	F. Other _____
C. Accessory Structures (greater than 200 square feet)	

List adjacent parcels under same Ownership: _____

****Complete Checklist on back of form is REQUIRED as part of the application.**

NOTE: Property lines & locations of proposed uses MUST BE MARKED on the ground before a permit will be issued. Applicant must notify the Zoning Administrator when the property is marked and ready for inspection.

Affidavit:

I agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Village of Bellaire Zoning Ordinance will be compiled with. Further, I agree to notify the Zoning Administrator of the Village of Bellaire for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of the Village of Bellaire, Antrim County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Further, I hereby certify that the property owner authorizes the proposed work, and that I have been empowered by the owner to make this application as his/her selected agent. Finally, I understand this is a zoning permit application (not a permit) and that a land use permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Signed: _____ Date: _____

Plot – Required Data Checklist (Fill with information or checkmark if provided on separate form or paper, NA if not applicable and why)

Required Data Description	Applicant use	Office Use	Notes
Contact Information For Applicant and Owner (if different)			
Vicinity sketch showing site relationship to surrounding streets and land uses within 300'			
Project Description			Cannot be waived
Description of proposed uses of structures and land			
Number of dwelling units, sleeping rooms, occupants, employees (by shift), other users			
Number of square feet, total usable floor area			
Location, quantity and type of recreation and open space			
Outdoor gatherings – description and anticipated participant levels			
Property Information			
Location, shape, area, dimensions			Readable scale drawing
Yard, open space, parking lot and space dimensions, number of parking spaces, and loading areas			
Streets and Driveways and Easements			
Driveways, parking and vehicle stacking areas when required			
Drainage – county drains and site drainage			
Easements and deed restrictions for existing public or private rights-of-way			Cannot be waived
Proposed streets and alleys			
Utilities			
Location of any well, septic system, drain field, and/or temporary sanitary facilities			
Natura Resources and Features			
Natural features such as: woodlands, floodplains, steep slopes (18 %), sensitive areas			
Creeks, streams, lakes, ponds, and wetland areas within 1,500 feet of property			
Structure Information (existing and proposed)			
Location, dimension, height, bulk			
Proposed structure use			
Location and size of any waterfront structures and docks			
Accessory structures including fences and sheds – type, size, use, and location			
Signs – type, size, and location			
Additional Information			
Fire and safety preplan coordinated with Fire Chief			Cannot be waived