

CITY OF CHEBOYGAN, MICHIGAN  
SITE PLAN APPLICATION



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

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

Cell Phone: \_\_\_\_\_

**OFFICE USE ONLY:**

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

\*Fee Received: \_\_\_\_\_

(\*fee = \$450 with public hearing –to change)  
(\$350 without a public hearing)

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

**PROPERTY OWNER'S NAME AND ADDRESS** *(if not the applicant)*

Name: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

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

Zoning District of the Property: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

**APPLICANT'S CAPACITY IF NOT PROPERTY OWNER** *(check one):*

Builder      Purchase/Lease/Option      Engineer      Lawyer      Agent/Other: \_\_\_\_\_

**PROPOSED WORK** *(check all that apply)*

**Type**

- \_\_\_\_\_ New Building
- \_\_\_\_\_ Addition
- \_\_\_\_\_ Change in or Additional Use
- \_\_\_\_\_ Reconstruction/Remodel
- \_\_\_\_\_ Sign, Type: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

**Building/Sign Information**

- Overall Length: \_\_\_\_\_ feet
- Overall Width: \_\_\_\_\_ feet
- Floor Area: \_\_\_\_\_ sq. feet
- Sign Area: \_\_\_\_\_ sq. feet
- Overall Height: \_\_\_\_\_ feet

**PROPOSED USE** *(check all that apply)*

- \_\_\_\_\_ Single-Family Residence
- \_\_\_\_\_ Duplex
- \_\_\_\_\_ Multi-Family, # of units \_\_\_\_\_
- \_\_\_\_\_ Expansion/Addition
- \_\_\_\_\_ Garage or Accessory
- \_\_\_\_\_ Storage
- \_\_\_\_\_ Office
- \_\_\_\_\_ Commercial
- \_\_\_\_\_ Industrial
- \_\_\_\_\_ Agricultural
- \_\_\_\_\_ Institutional
- \_\_\_\_\_ Utility
- \_\_\_\_\_ Other: \_\_\_\_\_

**Location of the Property:**

*Attach a map showing the location of the property appropriately marked with adjacent properties. Also, include an aerial photo of the property. These photos are available on the County Assessors website.*

**Legal Description, Survey, and Deed:**

*Attach a legal description of the property and certified Property Survey. Please provide a copy of the deed showing ownership. If purchasing or leasing, provide a copy of all legal documents.*

Has there been a Site Plan or Special Use Permit approved for this parcel before?  Yes  No

If YES, date of Approval: \_\_\_\_\_ Approved Use: \_\_\_\_\_

1. Describe IN DETAIL all anticipated activities that will occur on the property. Be sure to include hours of operation, impacts on traffic flow, parking needs, and infrastructure needs.

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2. Describe the present use of property: \_\_\_\_\_

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3. Include 2 large drawings of the Site Plan. Once the site plan has been reviewed by the Zoning Administrator, he/she will request 2 large (engineering sized) final site plans and 12 medium (11x17) to submit to the Planning Commission and ultimately City Council. **SITE PLAN MUST BE SIGNED.**

**AFFIDAVIT**

The undersigned affirms that the information and plans submitted in this Application are true and correct to the best of the undersigned's knowledge. I grant permission for City Officials to enter said property for inspection.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On this date, I certify that the site plan application is complete and that all required documents have been submitted. The application can proceed through the site plan review process.

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**When completed return to:**

Zoning Administrator/City of Cheboygan  
403 N. Huron Street, PO Box 39  
Cheboygan, MI 49721

*(For questions, please contact the City of Cheboygan at 231-627-9931)*

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Date Application heard by the Planning Commission: \_\_\_\_\_

Planning Commission's recommendation and conditions (if any):

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

Date application sent to City Council: \_\_\_\_\_

Date of City Council's public hearing (if necessary): \_\_\_\_\_

Date voted on by City Council: \_\_\_\_\_

City Council's decision and conditions (if any):

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

## Zoning/Planning Fee Schedule

Zoning Permit (Residential)	\$60.00
(Commercial)	\$120.00
Sign Permit	\$60.00
Shed/Fence Permit	\$60.00
Burn Permit	\$25.00
Sidewalk Café/Outdoor Seating Permit	\$60.00
Parcel Split/Combination*	\$200.00
Variance Application*	\$450.00
Site Plan Review (Single/Two Family)*	\$100.00
Site Plan Review (No Public Hearing)*	\$350.00
Site Plan Review (Public Hearing)*	\$450.00
Zoning Text or Map Amendment*	\$450.00
Re-Zoning Application*	\$450.00
Special Use Permit*	\$450.00
Drainage Plan Review*	\$275.00
Alley/Street Vacation*	\$450.00
Subdivision Review*	\$1,000.00
Stormwater Flow Control Permit*	\$275.00
Work In Right-a-Way Permit*	\$150.00
Additional Visits	\$75.00
Roadway Restoration Inspection*	\$150.00
Additional Visits	\$75.00

\* The City of Cheboygan reserves the right to hire outside consultants to review projects or plans when the necessary technical expertise is not available on staff. The costs of the outside technical assistance will be passed onto the applicant.