



**Lake Odessa  
 Page Memorial Building  
 839 Fourth Avenue  
 Lake Odessa, MI 48849**

Phone: (616) 374-7110      Fax: (616) 374-0040      website: [www.lakeodessa.org](http://www.lakeodessa.org)

### **Zoning Permit Application**

This application must be completed in full and approved by the Village Zoning Administrator before beginning any construction, excavation or use regulated by the Lake Odessa Zoning Ordinance.

#### **Applicant Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

#### **Property Owner Information** (if different from applicant)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

#### **Contractor Information** (if built by licensed contractor)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 License Number \_\_\_\_\_

#### **Proposed Construction Type** (check all that apply)

|                               |                          |                       |
|-------------------------------|--------------------------|-----------------------|
| New house _____               | Deck _____               | Alteration _____      |
| House addition _____          | Pool _____               | Foundation only _____ |
| Move building _____           | Repair/Replacement _____ | Demolition _____      |
| Garage /carport _____         | Fence _____              | Sign _____            |
| Garage/carport addition _____ | Storage building _____   | Other _____           |

**Construction Address:**

Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Describe proposed construction \_\_\_\_\_

\_\_\_\_\_

**Dimensions:** (width) \_\_\_\_\_ (length) \_\_\_\_\_ (height) \_\_\_\_\_ (number of floors) \_\_\_\_\_

**Fences:** (height) \_\_\_\_\_ (length) \_\_\_\_\_ (type) \_\_\_\_\_

**Parcel Number 34-101-** \_\_\_\_\_ or attach legal description if number not yet assigned

**Zoning District:** (circle) R-1 R-2 R-3 MF MH HC CBD LC LI FH

**Setback Distances from Lot Lines to Proposed Construction:**

Front \_\_\_\_\_ (from street right of way or centerline of road - circle which one measured from)

Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

**Affidavit**

I certify and affirm that I am the property or building owner or the owner's authorized agent and that I agree to conform to applicable zoning laws of the Village of Lake Odessa. I also certify and affirm that this application is accurate and complete to the best of my knowledge. I hereby give permission for Township representatives to visit this location.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If application is denied, applicant may accordingly:

- \_\_\_\_\_ Withdraw application
- \_\_\_\_\_ Appeal denial to Zoning Board of Appeals\*
- \_\_\_\_\_ Submit site plan to Planning Commission for Special Use Permit\*
- \_\_\_\_\_ Submit site plan to Village Council for zone district change\*

\* Any of these steps require a \$100.00 non-refundable fee for mailing notifications, publications, hearing costs, etc. Additional costs will have to be paid for by the applicant.

\* \* \* \* \*

**Zoning Administrator Use**

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

Application Approved \_\_\_\_\_

Application Denied \_\_\_\_\_

Reason for Denial \_\_\_\_\_

\_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

Zoning Administrator Signature

\_\_\_\_\_ Date \_\_\_\_\_

**Site Plan**

Use the space below to draw a site plan showing the proposed location of the new construction or additions to any existing structures. Include the location of existing structures and dwellings. Indicate the distances of the proposed construction to your lot lines, road right of way or road centerline, easements, and shorelines. For new accessory structures also include the distance to the dwelling.

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