

**PRE-ZONING APPLICATION OR DEMO APPLICATION
PROCEDURE REQUIREMENTS FOR PRE-APPLICATION
BUILDING AND/OR SPECIAL USE PERMIT
CITY OF MARLETTE**

1. Application must have a pre-application for a building and/or special use permit, approved by the City of Marlette, before any building permit or special use permit is issued by the Sanilac County Building Department.
2. Construction and site plan must conform to all City of Marlette Zoning Ordinances in effect at time of issuance of permit.
3. The pre-application must be filled out completely and must include a detailed site plan. Site will be subjected to an on-site inspection by the proper officials of the City of Marlette.
4. If a question arises at the time of the site inspection, the City of Marlette's Zoning Ordinance may require the applicant to apply for a variance or special use permit at full cost to the responsible party.
5. The City of Marlette's policy requires a \$25.00 residential and/or \$75.00 non-residential non-refundable inspection fee per site or building payable to the City of Marlette before any inspection can take place.
6. After pre-application is approved, the completed form will be available for pickup and submission to Sanilac County Building Department. Applicant is responsible for all permit fees at time of submission to County officials.
7. Approved pre-applications are good for ONE (1) year from date issued. Construction must start within this timeframe.
8. Effective September 4, 1996 the City of Marlette was inducted into the National Flood Insurance Program. The community is #260959

PROTOCOL

1. Pre-applications are available at Marlette City Hall
2. All completed pre-applications must be returned only to Marlette City Hall, 6436 Morris St. Marlette, MI 48453, with fee.
3. City of Marlette Zoning Authority will then be notified to make proper inspection and will inform applicant of their findings.
4. If pre-application is approved by the City of Marlette officials, the application can then take the completed, written pre-application form to the Sanilac County Building Inspector's Office, also known as Department of Construction and Land Use located at 60 West Sanilac, Court House Annex, Sandusky, Michigan. (810) 648-4664

**Zoning Administrator
Ryan Rudzis
989-635-7451**

**City of Marlette, 6436 Morris St.
Hours 8:00 AM – 4:30 PM
Monday – Friday**

CITY OF MARLETTE
APPLICATION FOR ZONING PERMIT UNDER ORDINANCE NO. 93

Name of Applicant _____ Phone # _____

Legal Description of Land or Property Code# _____

Address of Proposed Building _____

Name of Owner of Land (if other than Applicant) _____

Dimension of Proposed Building or Improvement _____ (square footage)

Size of Property Lot _____

Purpose of Proposed Building _____

Description of material to be used _____

Estimated Cost:	Cost of Improvement	\$	_____
	Heating	\$	_____
	Plumbing	\$	_____
	Electric Wiring	\$	_____

Other Information _____

Drawings... Please use reverse of this sheet

Inspection Made _____

Dated _____

(Signature of Applicant)

(Address of Applicant)

Approval or Denial of Zoning Administrator

(Signature of Zoning Administrator)

ZONING PLAN EXAMINERS NOTES DEMOLITION PERMIT NOTES

WHERE WILL CONTRACTOR DUMP MATERIAL? _____

CONTRACTOR WILL TAKE EXTRA CAUTION TO NOT DISTURB CURB AND STREET SURFACE _____

CONTRACTOR WILL NOTIFY ALL UTILITIES OF PROJECT _____

SEWER LINE SHOULD BE PLUGGED AND INSPECTED BY CITY _____

CONTRACTOR MUST REMOVE FOUNDATION _____

ALL DEBRIS SHALL BE REMOVED FROM SITE WITHIN ONE MONTH _____

ALL ABANDONED HOLES, CELLARS SHALL BE BILLED TO GRADE _____

(Answer and initial all the above)