

# DEVELOPMENT PERMIT APPLICATION

Permit Fee: \$30.00

City of Muskegon Planning Department

Which projects require a Development Permit? Fences • Accessory Structures (sheds, gazebos, raised garden beds) Small Pools (less than 2' deep) • Paved Areas • Driveways • Community Gardens • Lot Splits

Today's Date: \_\_\_\_\_ Property is:  Residential  Commercial  Industrial

Property Address where work will be done: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Phone: (\_\_\_\_) \_\_\_\_\_

Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contractor (if using one): \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Communication preference?  E-mail  Mail E-mail Address: \_\_\_\_\_

- Fence** (max. 6 feet high • detailed height and placement specifications listed on back of application)
- Shed** (max. size for 1- & 2-family dwellings is 200 sqft. • max. for all other properties is 120 sqft. • 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)
- Lot Split** (provide current lot dimensions, the proposed split, and legal descriptions)
- Above-Ground Pool** (max. 5000 gallon capacity and less than 24 inches deep • contact building inspections dept. for fence requirements around pools) Pool depth: \_\_\_\_ inches • Pool diameter: \_\_\_\_ inches
- Other** (please specify raised garden bed, gazebo, etc. below)

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

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**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 permit 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: \_\_\_\_\_ By:  Cash  Check  Charge Initial: \_\_\_\_\_

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

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

\_\_\_\_\_

Fire Dept. approval for commercial fences Date: \_\_\_\_\_ Initial: \_\_\_\_\_

permit is valid one year from this date

# 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). Show street name(s) and location. A sample drawing is located below.

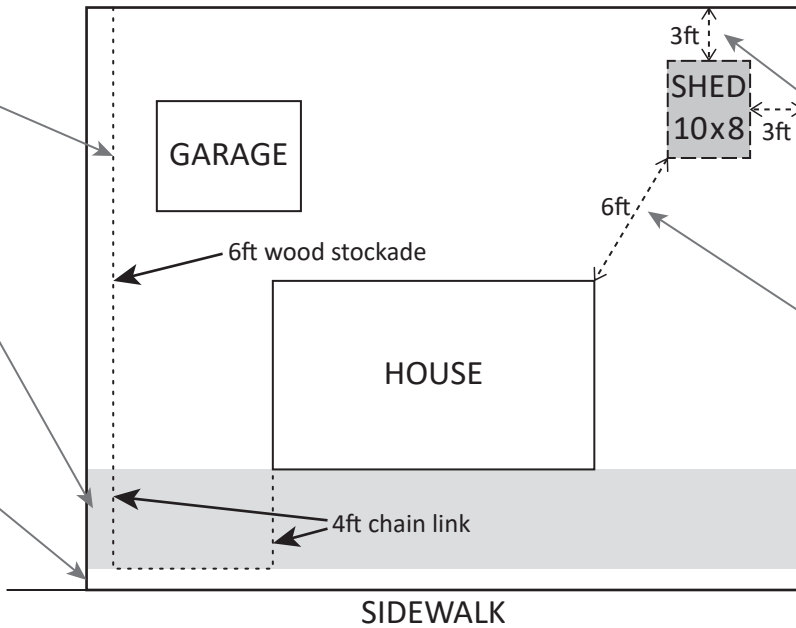
## SAMPLE SITE PLAN DRAWING:

### 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*