



Zoning Permit

A zoning permit is required when any building or structure, whether it is temporary or permanent, is built or enlarged in the Village of Edmore. This includes but is not limited to: Houses, Garages, Sheds, Fences, Decks, Greenhouses, etc. All specifics pertaining to zoning requirements in the Village can be found in our zoning ordinance at <https://www.edmore.com/government/ordinances/> . In addition to obtaining a zoning permit you will need to ensure that your project meets all applicable building codes as well. All building code permitting and compliance is handled through the [Montcalm County Building Department](#) who can be reached at (989) 831-7394.

Application Info:

Name:	
Address:	
Legal Description of the Property:	
Phone	Email

Property Owner Info (If different from applicant):

Name:		
Address:		
City	State	Zip
Phone	Email	



Project Info:

Proposed Project:
Is the Structure Temporary? If so, please indicate the dates of use:
Estimated Cost of Improvement:
Number of Stories:
Number of Off Street Parking (Please refer to chapter 14 of the zoning ordinance for requirements):
Total Square Feet:
New Address, if required (To be assigned by the Village of Edmore):
Zoning District:

Contractor Info:

Name:	
Company Name (if applicable):	
Phone	Email

Fee Schedule:

Complex Building	Commercial, Condominium, Apartments, etc.	\$ 100.00
Principal Building	Residential Dwelling	\$ 50.00
Accessory Building	Garage, Addition, Breezeway, etc.	\$ 15.00
Miscellaneous	Fence, Deck, Signs, Demolition, Ramps,	\$ 10.00
No Charge Permits	Bazaar, Festival, Carnival, Circus, Christmas Tree Sales, Sidewalk Displays, Yard Sale, Roadside Market	\$ 0.00



Site Plan Info: Please be specific showing all property line setbacks, location of existing and proposed structures, easements, fences, and locations of utilities, etc. Attach additional paperwork if needed. Please reference the required setbacks for your specific zoning district for the type of structure that you are proposing in the zoning ordinance.

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Applicant's Endorsement: All information contained herein is true and accurate to the best of my knowledge. I acknowledge that my application will not be reviewed unless all required information for this application has been submitted. I further acknowledge that the Village of Edmore and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this application.

Applicant Signature:	Date:
Property Owner Signature:	Date:

To be filled out by the Office:

Application submitted:	Payment of Fees:
Review by Zoning Administrator:	Site Plan Review:
Zoning Permit is approved subject to the following conditions:	
Signature of Zoning Administrator:	Date:

Please note: All zoning permits are **valid for a period of 12 months from the date of approval**. They may be extended by the zoning administrator for a period of 12 months. All requests for extension must be made in writing and submitted to the zoning administrator prior to the date of expiration. If no extension is obtained, unfinished construction must be removed by the property owner, per ordinance no. 2014-2 "Blight Ordinance."



To Apply for an extension please resubmit this original form:

Application re-submitted:	Payment of Fees:
Review by Zoning Administrator:	
Zoning Permit extension is approved subject to the following conditions:	
Signature of Zoning Administrator:	Date:

FAQ:

When do I need a building permit? For any structure being built that is larger than 200 square feet.

How tall can my fence be? Privacy fences in the back and side lots cannot be higher than 7 feet. Fences in the front yard cannot be higher than five feet and must be see through. All specifics can be found in the ordinance no. 2017-6.

Can I build in the right of way? No structures, fences, planter boxes, or planted materials above 12" may be constructed in the right of way. In fact there are specific set-backs from the right of way that must be upheld for different zoning districts. All specifics regarding setbacks can be found in the zoning ordinance.