



PLANNING DEPARTMENT
576 Liberty Park, Lapeer, MI 48446
(810) 664-4553
MINOR SITE IMPROVEMENTS - ZONING PERMIT APPLICATION
Fee: \$50.00

Applicant/Owner's Name: _____

Business Name: _____

Business Mailing Address (If Different from Site Address): _____

Site Address: _____

Phone Number: _____ **Email Address:** _____

Existing Use Classification: _____

Proposed Minor Site Amendment Description (This can include adding exterior improvements like mechanical equipment, small accessory building, etc.): _____

Square Footage of Building or Tenant Space:

Building: _____ *Tenant Space:* _____

Plot Plan (sketch) of the Site: Please provide a sketch of the site showing the **existing building (with dimensions), proposed improvements, and all off-street parking spaces. The total number of off-street parking spaces currently provided onsite should also be stated on the sketch.**

NOTE: Applicant must contact the Building Dept. at (810) 245-9621 to obtain an Occupancy Permit and may need additional permits such as Signage, Fire Dept. Inspection, Electrical, Mechanical and Plumbing Permits, etc. which will be determined by the Building Department.

Signature of Applicant: _____ **Date:** _____

Planning Department Use Only \$ _____ **Fee Paid Date:** _____

The following required items have been submitted and/or reviewed for compliance with the City of Lapeer Zoning Ord:

- _____ Brief description of the proposed improvement
- _____ Sketch of the site showing the existing building (*with dimensions*), dimensions of improvements, and all off-street parking areas (*including number of parking spaces currently provided onsite*)
- _____ Verification that the proposed use is permitted within the subject Zoning District
- Zoned:** _____
- _____ Verification that the proposed improvement will meet the onsite parking requirements
- _____ Verification that the proposed improvement will meet the current loading space requirements (*if applicable*)
- _____ Verification compliance with Sec. _____
- _____ Verification compliance with Sec. _____

Additional information requested by staff to aid with the evaluation of the proposed use:

Planning Department Approval: _____ **Date:** _____

Approval Notes: _____