



A Step-By-Step Guide to the Zoning Compliance Permit Application Process

**Schedule Appointment
with Code Enforcement
Office, Steve Hill
(810) 694-1118**

This permit is required for all fences, retaining walls and small sheds (under 200 sq. ft.) If you are unsure about whether your project specifics meet the requirements of City ordinances, you may want to first speak with Steve Hill to verify what is allowed. Allowable specifications can be found in the Zoning Ordinance, Article III, Section 315.

**Submit Application &
Fees at City Hall**

203 E. Grand Blanc Road

Applications may be submitted at the Administration desk Monday through Friday between 8 AM and 5 PM. The application fee of \$35 must be paid at the time of submission. Applications will be forwarded to Steve Hill for review.

**Receive Zoning
Compliance Permit and
Begin Construction**

When the application is approved, applicant will be notified, permit issued and construction may begin.



CITY OF GRAND BLANC

ZONING COMPLIANCE PERMIT

Zoning Compliance Permits are required to assure compliance with the City of Grand Blanc Zoning Ordinance. The following is a list of construction projects that require a Zoning Compliance Permit:

Fee: \$35.00

- Fences
- Retaining Walls
- Detached Accessory Structures

MATERIALS REQUIRED TO BE SUBMITTED:

One (1) copy of a Plot Plan (see example) illustrating property area, all existing and proposed structures (including, but not limited to porches, decks, swimming pools, principal structures, accessory buildings, fences and driveways). All distance measurements (in feet and inches) between existing structures, proposed structures and property lines.

APPLICANT SECTION

DATE: _____ ADDRESS: _____
PROPERTY OWNER: _____ PARCEL ID #: _____
CONTRACTOR: _____ PROPERTY ZONING: _____
PHONE #: _____ E-MAIL: _____

Description of proposed project: _____

Signature of Applicant or Agent _____ Date _____

OFFICE USE ONLY

CHECK BOX IF A VARIANCE WILL BE NEEDED AND READ STATEMENT BELOW

It will be necessary for the property owner to be granted a variance for the practical difficulty incurred in meeting the adopted zoning or codified ordinance of the City, alternatively, the application and proposal may be modified in order to conform with City ordinance.

CHECK BOX IF ORIGINAL PLAN HAS BEEN MODIFIED TO COMPLY WITH ZONING ORDINANCE

List of modifications/remarks or rationale for denial:

FEE: _____ DATE FEE RECEIVED: _____

APPROVED: _____ DENIED: _____ APPROVED W/CORRECTIONS: _____

Signature of Zoning Administrator Date

FENCE INSTALLATION PROPERTY LINE NEIGHBOR SIGNATURE PAGE

I approve of the installation of a fence by _____, who owns the property located at _____, on our mutual property line.

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

EXAMPLE PLOT PLAN

