

# Village of Ravenna

12090 CROCKERY CREEK DRIVE • RAVENNA, MICHIGAN 49451 • TELEPHONE (231) 853-2360 • FAX (231) 853-6443

## APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

**[In accordance with Zoning Ordinance Section 190.1701, all land uses shall be reviewed to verify compliance with the Zoning Ordinance. Additional information may be required by the Planning Commission or Village Zoning Administrator.]**

Date: \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_  
(must accompany completed application)

1. Property Address for Certification: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_  
Zone District: \_\_\_\_\_ (obtain from Zoning Administrator)

2. Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship of Applicant to Property Owner: \_\_\_\_\_

3. Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

4. Current Use of Property: \_\_\_\_\_

5. Request to construct or alter: \_\_\_\_\_  
To be used for: \_\_\_\_\_  
Zoning Authorization for Proposed Use (Specify Ordinance Section): \_\_\_\_\_  
Approximate start-date of construction: \_\_\_\_\_  
(If new construction)  
Building size (in feet): Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

6. Site Plan: On a separate sheet of paper, provide a site plan (map of the property), drawn to scale, showing all data pertinent to the proposed construction or alteration. It is advised that the site plan be based on an accurate property survey. In some cases, the property survey can be used as the site plan. Sample site plans are available from the Zoning Administrator upon request. The site plan shall include at least the following:

- Date of the drawing;
- Scale;
- North arrow;
- Name of the person or firm who drew the site plan;
- Locations and dimensions of all property lines, abutting rights-of-way, easements, setbacks, off-street parking, proposed landscaping, and existing and/or proposed structures and additions.

7. Applicant Certification

**By my signature below, I certify that I am the property owner, agent of the owner, or authorized by the property owner to submit this application. Further, I certify that the information provided within or attached to this application is, to the best of my knowledge, true and accurate. I hereby authorize the Village to enter the property associated with this application for purposes of conducting necessary site inspections.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\*\*\*\*\*

**FOR VILLAGE USE ONLY:**

Date Application Received: \_\_\_\_\_

Application Fee Received: \$ \_\_\_\_\_

Escrow Payment Received: \_\_\_\_\_

Escrow Payment Charged: \$ \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Approved with the following condition(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Denied for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

Zoning Administrator/Village Official: \_\_\_\_\_ Date: \_\_\_\_\_

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