

CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

ONE PAGER PLUS

Residential/Front Yard Paving

How to Apply for Residential/Front Yard Paving

1. Read through this document to identify the requirements and restrictions on front yard paving relevant to the subject project.
2. Contact the Planning and Zoning Division at 269-966-3320 with any questions regarding the front yard paving project.
3. On the [Applications and Petitions](#) page of the City of Battle Creek's website, download and complete the Residential/Front Yard Paving Permit Application Form.
4. Click the "[Online Application for a Residential/Front Yard Paving Permit](#)" link to navigate to the online residential/front yard paving permit application.
5. Search for the address of your project by number and street name.
6. Click the correct line for the address of the subject property.
7. Follow the prompts, then submit when done. If you need further assistance, please reference the section at the end of this document, "Ready to Apply?".
8. A link will be sent to the email entered during the application process when the web request is processed by City staff.

What is Needed to Apply for Front Yard Paving

- Drawing of the property showing existing and proposed front yard paved areas

Note: You may contact the Planning and Zoning Division to obtain an aerial view of the subject lot to assist in showing the location of the proposed paving.

General Information

When front yard paving is being done, ensure that the total amount of paved area in the front yard does not exceed 40% of the total front yard area. This is measured in addition to an existing turnabout, if present. A turnabout and abutting improved driveway shall not exceed a total width of twenty-four feet from paving edge to paving edge at any point and be setback at least twenty-five feet from public rights of way. The paved area must be constructed of concrete, asphalt, or brick, or uniformly surfaced with macadam, gravel, or cinder not less than six inches thick in compacted depth.

The property owner/contractor is responsible for making sure that the subject front yard paving project is located within the property line and not the right-of-way or on an abutting property. An approval of a permit application by a City employee and the installation of the subject improvement does not negate this obligation.

The only way to be completely certain of the location of property lines is to have a property survey done by a licensed surveyor. If the accessory structure is being built near to a property line, it is recommended that the applicant hire a surveyor to verify the location of property lines and setbacks from those property lines.

Required Permits

Paving in the front yard on a lot being used for residential purposes requires a [residential paving permit](#).

If the property where the paving will be completed is in a historic district, a [Certificate of Appropriateness](#) will also be required. This application goes through the [Historic District Commission](#) and is needed to ensure that any work being done will be compatible with the existing neighborhood, that any existing historical feature is preserved to the best of the applicant's ability, and that any work being done during the project will not damage existing historic features on the property. A letter of approval from the Historic District Commission is required with the submission of a residential paving permit for projects located in a historic district.

To check if the property is in one of the City's local historic districts, please enter the address of the property into the map at the following link: [Historic Districts Map](#). If there are further questions about the property, please contact the Planning and Zoning Division at 269-966-3320.

Corner Lots: Secondary Front Yards

Many properties throughout Battle Creek have multiple lot lines with street frontage, resulting in the property having multiple required front yards. The primary front yard often corresponds with the method of access from the public right-of-way and the mailing address of the property and extends from the lot line to the first supporting member of the main structure. The first supporting member includes the main building and any projection of that building, such as a roofed porch. It excludes usual steps, entranceways, unenclosed balconies, or open roofless porches. The secondary front yard extends from the side or rear lot line with street frontage to the first supporting member of the main structure.

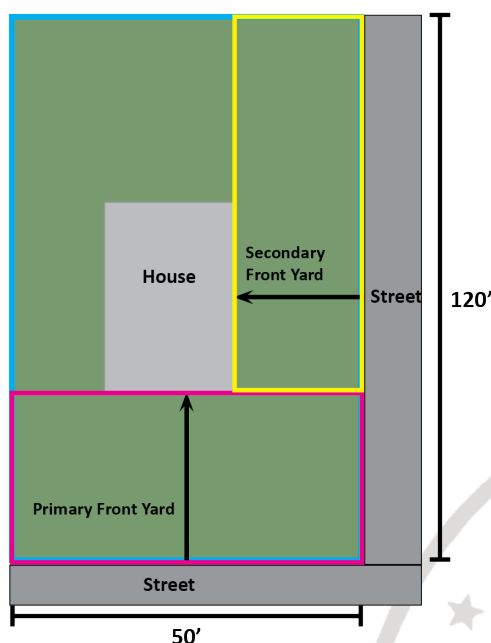


Figure 1: Diagram of Primary and Secondary Front Yards of Corner Lots.

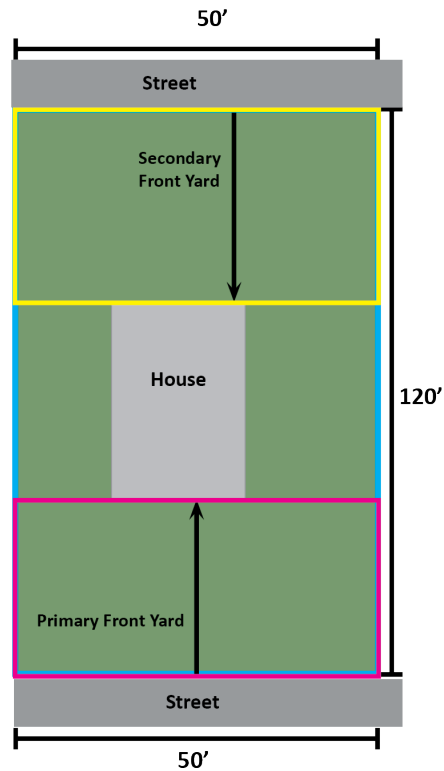
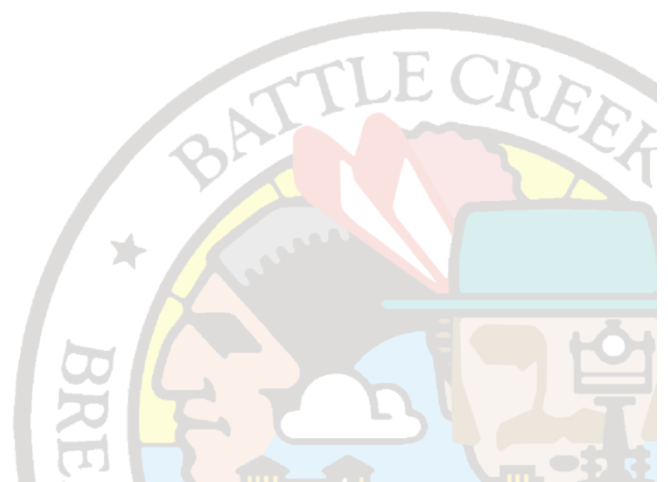


Figure 2: Diagram of Primary and Secondary Front Yards of Through Lots.

In secondary front yards, front yard paving requirements are upheld. Paving in a secondary front yard requires a Zoning Permit.

Questions?

For the complete list of requirements for front yard parking areas, please read [Section 1261.02](#) "Front Yard and Vacant Lot Parking" of the City Ordinances. For other questions, please contact the Planning and Zoning Division directly at 269-966-3320.



Ready to Apply?

Permits for residential front yard paving are submitted online through BS&A. Follow this link to begin the permitting process: [Residential Paving Permit](#). See below for a step-by-step walkthrough of how to complete the application.

1. On the Applications & Petitions page of the City of Battle Creek's website, download and complete the Residential/Front Yard Paving Permit Application Form.

Residential/Front Yard Paving Permits

- [Residential/Front Yard Paving One Pager Plus](#)
- [Residential/Front Yard Paving Permit Application Form](#)
- [Online Application for a Residential/Front Yard Paving Permit \(BS&A Online\)](#)

2. Type in the number and street address of the project into the "Search For:" field. Press the "Search" button.

Step 1: Select a Property

Click here if you are a contractor/design professional

☐ Property Search

Search By:

Search For:

3. Select the correct address from the list that appears. Click "Next".

Step 1: Select a Property

Click here if you are a contractor/design professional

☐ Property Search

Search By:

Search For:

Owner Name	Address	Parcel Number
REEVES, LESTER R	14 FONDA AVE, BATTLE CREEK, MI 490144210	9030-00-017-0

Displaying items 1 - 1 of 1

4. Under "What type of permit are you applying for?", select "Zoning" from the drop-down list.

Step 2: Enter Permit Details

Have an existing project? [Link to existing project requirement](#)

★ What type of permit are you applying for?

Zoning

- As the fields appear, answer them as appropriate for the project. Fill out the box with a detailed description of the work that is being proposed.

Step 2: Enter Permit Details

Have an existing project? [Link to existing project requirement](#)

Paving Permit Type selected. [Click Here](#) to select a different Permit Type.

★ Please describe the work to be done in detail:

Add an extra asphalt spot (10') in my front yard to accommodate another car for my high school-aged child.

- On the same page, fill out the Construction Details. For the “Basic Usage” drop-down menu, select the use of the property as a whole rather than the use of the accessory structure specifically. When finished, click “Next”.

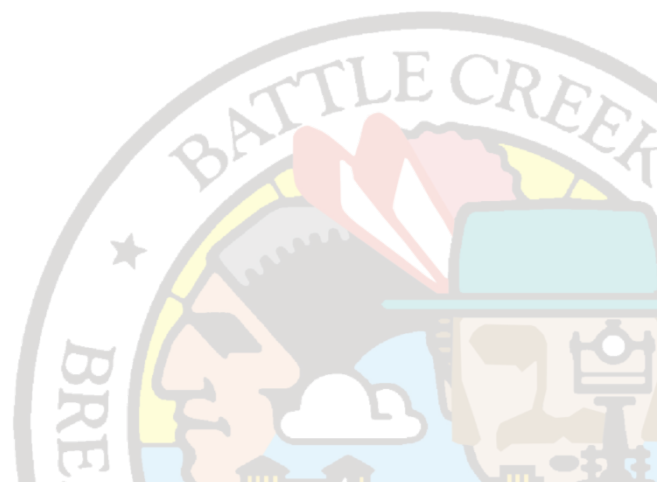
Construction Details

★ Basic Usage: Residential

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- Fill out the applicant’s contact information. Be sure to enter a working phone number and email that will be checked regularly. When finished, click “Next”.



Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not match, please contact the building department to correct the issue.

Homeowners Please provide Driver's License or State Identification and date of birth. This information is required prior to permit issuance.

SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972, 1972 PA 230, MCL 125.1523A, PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENTS OF THIS STATE RELATING TO PERSONS WHO ARE TO PERFORM WORK ON A RESIDENTIAL BUILDING OR A RESIDENTIAL STRUCTURE. VIOLATORS OF SECTION 23A ARE SUBJECT TO CIVIL FINES.

HOME OWNER AFFIDAVIT: I HEREBY CERTIFY THAT THE CONSTRUCTION WORK DESCRIBED ON THIS APPLICATION WILL BE CONDUCTED BY THE UNDERSIGNED IN MY SINGLE-FAMILY DWELLING IN WHICH I LIVE OR AM ABOUT TO OCCUPY. I UNDERSTAND PUBLIC ACT 230 OF 1972, AS AMENDED, THE MICHIGAN RESIDENTIAL CODE, AND I ASSUME ALL RESPONSIBILITY FOR OBTAINING ALL NECESSARY INSPECTIONS

☐ **Owner Information on File**

If the information below is incorrect, please contact the municipality to resolve the issue.

Name: REEVES, LESTER R

Address: No Data to Display

☒ I certify that I am the owner of the property listed above.

☐ **Contact Information**

Name: REEVES, LESTER R

Phone Number: (269) 966-3382

Email Address: adsulak@battlecreekmi.gov

Confirm Email: adsulak@battlecreekmi.gov

Homeowner Phone

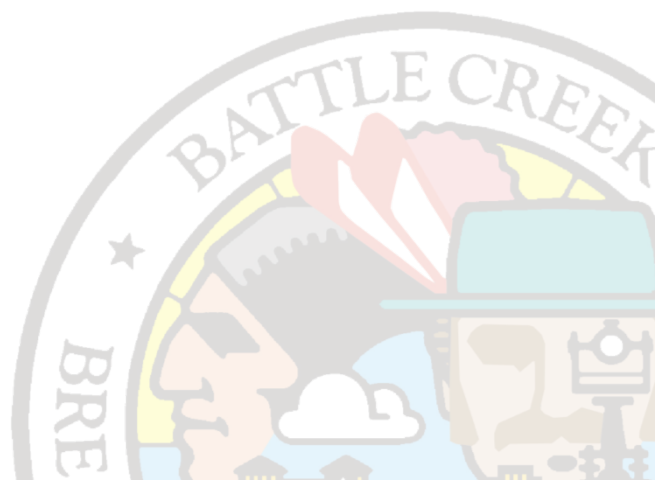
Number:

Homeowner Email:

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8. Review the estimated permit fees, which are automatically calculated for the permit that is being applied for. As of June 14, 2024, please contact Planning and Zoning staff at 269-966-3320 to determine and confirm permit fees.



Step 4: Estimate Permit Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

You MUST select fees based on the scope of work of your project or your application will be rejected.

Available Fees

Fee Description	Category
No online fees are configured.	

Selected Fees

Fee Description	Fee	Quantity
No fee items found.		
No additional fees found.		
Total Estimated Fees:		\$0.00

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9. Attach the required site plan. If the project is located in a Historic District, attach the approval letter from the Historic District Commission. As of June 14, 2024, this permit requires the attachment of an Owner Affidavit and Historic District Commission approval letter to submit the application. We recommend contacting Planning and Zoning staff at 269-966-3320 to confirm if you need these materials and how to proceed.

Step 5: Attach Documents

When submitting a residential building permit, please also submit a sketch showing the measurement from your property lines to the proposed improvements. Your sketch does not have to be to scale. MUST BE IN PDF FORMAT.

Attach Documents

Document Title	Status	Description	File Name	
Site Plan	Uploaded		Accessory Structures OPP 11June2024.pdf	<input checked="" type="checkbox"/> View Attachment <input type="button" value="Remove Attachment"/>
Owner Affidavit	Uploaded		Accessory Structures OPP 11June2024.pdf	<input checked="" type="checkbox"/> View Attachment <input type="button" value="Remove Attachment"/>
Historic District Approval	Uploaded		Accessory Structures OPP 11June2024.pdf	<input checked="" type="checkbox"/> View Attachment <input type="button" value="Remove Attachment"/>

[Add Additional Document](#)

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10. Review the entered information before confirming that the disclaimers have been read and submitting the application.