



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

ZONING PERMIT APPLICATION

For commercial paving projects where:

- *Projects involve less than a 10% increase or reduction in parking (requires review for Stormwater).*
- *Re-paving of an off-street parking lot, provided there are no grading changes and no changes to the configuration of the parking lot layout.*
- *Driveway or curb cut relocation where the new driveway will be relocated with 25' of the existing driveway location of where a driveway or curb cut is being totally eliminated.*

APPLICANT

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Address of Property: _____

PROJECT INFORMATION

Is parking being added or removed?: _____ What Percentage?: _____

Paving Material: _____

Is there driveway or curb cut alterations?: _____ What Type?: _____

LICENSED BUILDERS INFORMATION

General Contractor: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

License #: _____ Expiration Date: _____

Worker's Disability Compensation Insurance Carrier: _____

IRS Employer #: _____ MESC Employer #: _____

SITE PLAN

Please provide an aerial sketch of the property that includes all existing buildings & paving, the existing and proposed layout of parking spaces and maneuvering lanes, their distance from the edge of the property/property line. If the property line location is uncertain, the only way to confirm this is to hire a licensed surveyor.

IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO ENSURE THE LOCATION OF ANY BUILDING/FENCING/PAVING IS LOCATED WHOLLY WITHIN THEIR PROPERTY LINES. APPROVAL OF THIS APPLICATION DOES NOT GIVE CONSENT TO PLACE THE BUILDING/FENCING/PAVING OUTSIDE OF THE APPLICANT'S PROPERTY LINE.

