



Zoning and Historic District Application

LOCATION INFORMATION **APPLICATION NUMBER** ____ - ____

Address _____ Parcel Number _____

APPLICANTS INFORMATION

Name _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____
Interest In Project _____ E-Mail _____
Signature _____ Date _____

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature _____ Date _____

CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)

Name _____ Contact Name _____
Address / PO Box _____ City _____
State _____ Zip _____ Phone _____ Fax _____
License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____

Check all that apply:

Waterfront _____ Historic District _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)



HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval

Y N NA

- Photographs of the structure and its relationship to adjacent structures
- A plot plan with the placement of the proposed addition, or location of fencing to be constructed
- Elevation drawings of the exterior of the structure
- Samples of all proposed exterior finishes and materials
- Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration
- A scale drawing of all proposed signage, including design, lettering style, type of illumination (if any), placement or location on the lot or building, and the type of support(s) for the sign(s)
- If an application for signage is made by tenants of a building located within a historic district, the tenants must obtain written permission from the building owner to install or alter the proposed sign(s)

APPROVALS OUTSIDE HISTORIC DISTRICT

Y N NA

- Plot plan showing the following:
 - Location, shape, area and dimension of the lot
 - Current site improvements (including structures, sidewalks, decks, streets, fences, etc)
 - Proposed improvements and distances from other improvements or property lines.
 - The yard, open space and parking space dimensions
 - Location of any flood planes, watersheds, wetlands, easements, or other applicable features.
- Description of proposed use and of the building (dwelling, structure, barn, garage and the like) or improvements
- The proposed number of sleeping rooms, dwelling units, occupants, employees, customers and other users

OFFICE USE ONLY:
 Application Complete _____ Date _____ Fee Paid _____ Date Paid _____
 Notes: _____

