



"The Island City"

# City of Plainwell

## Zoning Compliance Permit

**Plainwell City Hall**  
211 N. Main Street  
Plainwell, MI 49080  
Phone: 269-685-6821  
Fax: 269-685-7282  
www.plainwell.org

Permit #:

**Fees:** Application Fee- \$25.00 Change of Use- \$20.00 Site Plan Review- \$50.00 plus staff time

| Homeowner (or Business): | Contractor:            |
|--------------------------|------------------------|
| Name: _____              | Company: _____         |
| Address: _____           | Company Address: _____ |
| Parcel #: _____          | Contact Name: _____    |
| Phone #: _____           | Phone #: _____         |
| Email: _____             | Email: _____           |

### Project Information: Include site plan drawing if required

**Work to be done** (please check all that apply):

- ☐ New Building Construction (site plan)  
☐ Building Demolition  
☐ Existing Building Addition or Alteration (site plan)  
☐ Other (describe): \_\_\_\_\_

- ☐ Accessory Building/Shed (site plan) (>200sq ft. building permit)  
☐ Moving a Building (site plan)  
☐ Fence (site plan- structures, driveway, property lines, materials, height)  
☐ Sign (site plan-size, materials, placement) Signs require building permit

**Address of Project:** \_\_\_\_\_ **Zoning district:** \_\_\_\_\_

**General description of project:** \_\_\_\_\_  
\_\_\_\_\_

**Total Cost of Project:** \_\_\_\_\_

Will the work in this application **change the USE** of this property? ☐ Yes ☐ No

After the project is complete, the setbacks established will be (if applicable):

Front: \_\_\_\_\_ feet Back: \_\_\_\_\_ feet Side: \_\_\_\_\_ feet Side: \_\_\_\_\_ feet

Does this project involve a: ☐ Non-conforming use ☐ Non-conforming structure ☐ N/A

Is this a home occupation? ☐ Yes ☐ No If so, what kind? \_\_\_\_\_

Any type of special equipment use? \_\_\_\_\_ ☐ Electrical ☐ Plumbing

Will this project result in an increase in off-street parking? ☐ Yes ☐ No

I understand that before the issuance of a building permit, I must have an approved Zoning Compliance Permit. Additionally, the UNDERSIGNED affirms that he/she/they is (are) the owner of subject property authorized to represent the interests of all property owners involved in this application and that the answers and statements herein contained and all maps, plans, and other information herewith submitted and attached are in all respects true to the best of his/her/their knowledge and belief. Additionally, the UNDERSIGNED acknowledges they have received or have been made available all applicable Ordinances relevant to said project, and further, will comply with said Ordinances.

**Signature of Applicant:** \_\_\_\_\_

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

### Administrative Use Only:

Is this project consistent with the Master Plan? ☐ Yes ☐ No Application: ☐ Approved ☐ Denied

Signature of Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_



The City of Plainwell is an equal opportunity provider and employer.

S:\Administration\Permits\Permit Templates\2026 Zoning Compliance Permit with Site Plan



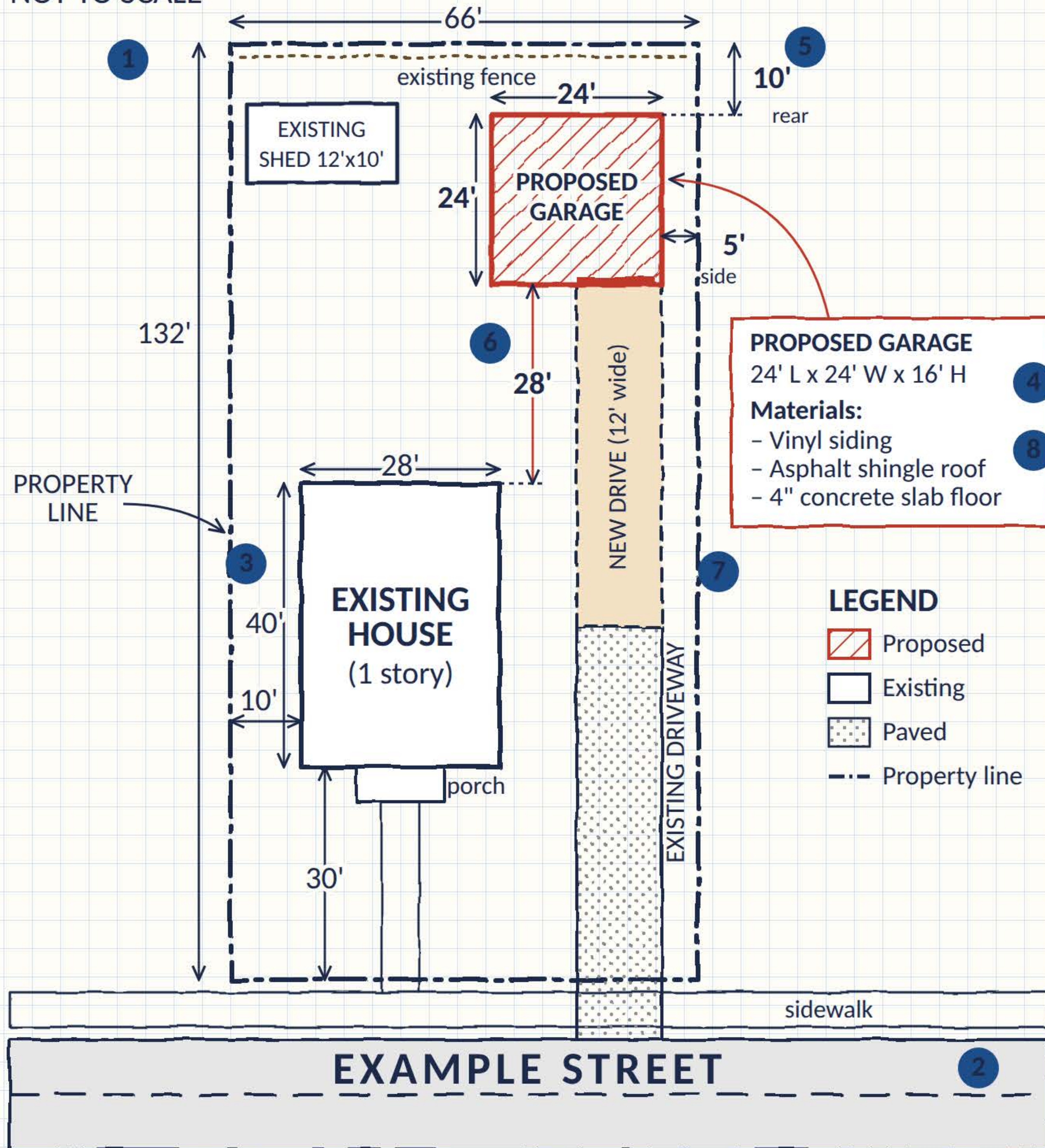
# SITE PLAN

See page 3 for example and site plan requirements



# SAMPLE SITE PLAN – Detached Garage

NOT TO SCALE



## Your site plan must show:

- 1 Property lines & overall lot dimensions
- 2 Name of adjacent street(s)
- 3 ALL existing buildings, labeled (house, garage, shed, deck, pool)
- 4 Proposed structure, labeled, with length x width x height
- 5 Distance from new structure to EACH nearby property line
- 6 Distance between new structure and other buildings
- 7 Driveways & paved areas, existing and new
- 8 Proposed building materials (siding, roofing, foundation/floor)

### Tips

- Measure from the property line to the closest point of the structure
- Also show fences, easements, and anything else within the setbacks
- Graph paper and a ruler help, but neat and clear is what counts

Dimensions shown are examples only. Required setbacks vary by zoning district – contact the City before you finalize your plan.