

Directions for submitting a Zoning Permit via email:

1. Open this document in Adobe Acrobat (zoning application is on pg. 2 below)
2. Fill out information on front page of application
3. For the Plot Plan section of the application either:
 - a. Attach a file containing your plot plan by clicking the attach file box. Check the box under the attach file button if you choose this option.
 - i. NOTE: To view an attached file, go to view menu-> show/hide -> navigation panes -> attachments.
 - b. Draw in your plot plan in the space provided using Adobe or other means.
4. Digitally sign and date the application
5. Save file
6. Once the final application is saved, click the “submit electronically” button under the signature box. This will prompt your system to open your default email application (such as outlook) or will allow you to use Webmail such as Gmail, Yahoo, Live, etc.

This application can also be printed, filled out by hand, and scanned and emailed to: cboyak-wohlfeil@otsegocountymi.gov or submitted in person or mailed to Land Use Services (1322 Hayes Rd, Gaylord, MI 49735). Hard copies of this application are available to pick up and submit 24/7 in the Land Use Services foyer.

Please allow 7-10 business days for application review. You will receive a notification via email once an application has been approved or denied. Once an application has been approved, you can pay over the phone via credit card (989-731-7400), submit a check to Otsego County Land Use Services, or pay with cash.

Please contact Planning and Zoning with any questions: (989) 731-7400 option #2.

**OTSEGO COUNTY
LAND USE SERVICES**
1322 HAYES ROAD GAYLORD MI 49735
PHONE: 989.731.7400 * FAX: 989.731.7419
www.otsegocountymi.gov

APPLICATION FOR ZONING PERMIT

Date:	Parcel Number: _____ - _____ - _____ - _____
Township:	Zoning District: _____ Section: _____ T ____ N/R ____ W

PROPERTY LOCATION: (REQUIRED)

Address:	City:	Zip Code:
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PROPERTY OWNER :

Name:	Phone:
Address:	City: State: Zip Code:
Email:	

CONTRACTOR:

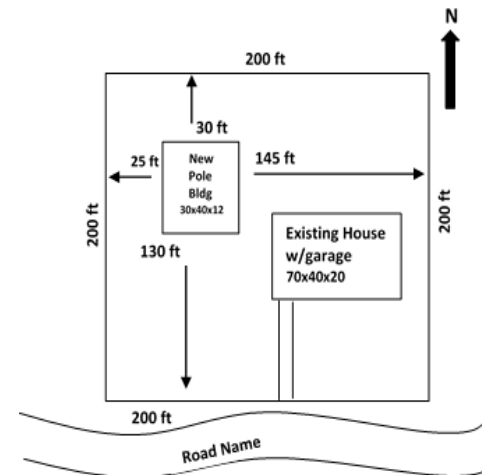
Name:	Phone:
Address:	City: State: Zip Code:
Email:	

DESCRIPTION OF WORK TO BE COMPLETED / USE:

Will this structure contain living space? YES: NO:

PLOT PLANS SHALL CONTAIN ALL OF THE FOLLOWING:

1. North arrow
2. Name and location of existing road/easement and body of water (if waterfront lot)
3. Shape and dimensions of lot
4. Location, dimensions and height of the existing and proposed structures to be erected, altered, or moved on the lot.
5. Distance from each side of the proposed structure or addition to the respective property line and high water mark (if waterfront lot)
6. Any information deemed necessary by the Zoning Administrator to determine compliance with the Ordinance



SAMPLE PLOT PLAN

*****TURN SHEET OVER FOR DRAWING AREA AND SIGNATURE LINE*****

