

VILLAGE OF KINGSLEY LAND USE PERMIT APPLICATION

207 S. Brownson, Kingsley, MI 49649

Zoning Administrator

Phone 231-263-7778 Email: kvmanager@villageofkingsley.com (Revised April 2026)

SECTION 1 - Owner / Contractor / Agent Information

Application completed by	Parcels Owner's Name, Mailing Address, & Email Address	Phone Number
Owner ☐ Contractor ☐ Agent ☐		
Application Date	Contractor's / Agent's Name and Mailing Address, if different than above If contractor/agent, provide a letter of authorization from the parcel owner	Phone Number
Parcel ID#	Physical Address of Parcel, if different than above	Lot # and Subdivision Name

SECTION 2 - Proposed Structure Information

All measurements must include overhangs, if any

Current Project Description						
Structure Dimensions – identify structure types separately - ie – house, decks, porches, garages, etc..	Type of Structure	Width	Length	Height	Stories	Area
	Structure #1					Ft ²
	Structure #2					Ft ²
	Structure #3					Ft ²
	Structure #4					Ft ²
Type of Foundation:	☐ Slab ☐ Crawl ☐ Basement ☐ Piers	Type of Frame/ Type of Siding	☐ Wood ☐ Other ☐ Metal ☐ Wood ☐ Stone/Brick ☐ Vinyl	# of Baths # of Bedrooms	Total area of new structures	Ft ²

SECTION 3 - Existing Structure Information, if any

All measurements must include overhangs, if any.

List all existing structures and area of each even if currently planned work is an addition to an existing structure	Type of Structure	Width	Length	Height	Stories	Area
	Structure #1	# of Baths # of Bedrooms				Ft ²
	Structure #2					Ft ²
	Structure #3					Ft ²
	Do existing structures conform to zoning district setbacks? If Yes, please show on Site Plan	☐ Yes	☐ No		Total area of existing structures	Ft ²

SECTION 4 - Other Information

Health Department / Water/Sewer Permit #	Soil Erosion Permit #	EGLE Permit #	Flood Zone Yes or No
	Driveway Permit #		

SECTION 5- Zoning Information

All measurements must include overhangs, if any

Parcel is located in which Zoning District?		Complete Items A, B, C & D below					
% Permitted Lot Coverage, if any	(A)	Total area of existing & proposed structures	(B) Ft ²	Lot / Parcel Size	(C) Ft ²	Percentage of Lot Coverage	(B/C=D) %
Setbacks REQUIRED by District Regulations	Front	Rear	PROPOSED Setbacks	Front	Rear		
	Side yard	Easement Private Road		Side yard	Easement Private Road		

SECTION 6. A site plan and legal description of the lot or parcel must be attached to this application. All setback measurements should be measured from the edge of the overhang, if any, to the nearest point on the adjacent property line. Property lines must be flagged for inspection adjacent to the construction area. The following information must be included on the site plan:

1. Dimensions of parcel with front (roadside), rear, left & right sides clearly labeled
2. Location & dimensions of existing & proposed structures
3. Setback measurements of existing & proposed structures
4. Location & dimensions of existing & proposed easements or driveways
5. Location & name of nearest public/private road
6. Location of well, septic and fuel tank, if any.
7. North directional arrow

SECTION 7. Answer the following questions:

1. Is the physical address of the parcel marked at the site? _____
2. Does the driveway have at least 12 foot of width and overhead clearance? _____
3. Are there deed restrictions on the site that you need to be aware of? _____
4. Have there been any previous known zoning violations on this parcel? ____ If yes, describe _____
5. Have any variances been granted for this parcel? _____
6. Is this a residential parcel adjacent to agriculturally zoned land? _____
7. Circle all environmentally sensitive characteristics existing on the lot or parcel including but not limited to :
Marsh/Swamp Wetland Steep Slope Ridgeline Inland Lake or Stream Shoreline Not Applicable

Application is hereby made for a permit to authorize the proposed activity described herein. I understand that the granting of other permits by local, county, state or federal agencies, does not release the property owner from the requirement of obtaining the permit requested hereon before commencing the project. I understand that the granting of a Land Use Permit from Village of Kingsley does not exempt the property owner from obtaining other permits that may be required by county, state or federal agencies.

With the granting of the permit for the above, it is agreed that such work will conform to state building codes, zoning and other ordinances of Village of Kingsley, and that the Village of Kingsley shall not be liable for any resulting damage. Under no condition does the granting of a Land Use Permit suggest that Village of Kingsley can provide emergency services to the permitted structure or building in the location permitted.

I certify that I am familiar with the information contained in the application, and that to the best of my knowledge and belief such information is true and accurate and in compliance with the Village of Kingsley Zoning Ordinance. I certify that I have the authority to undertake the activities proposed in this application. By signing this application, I agree to allow a representative of Village of Kingsley to enter upon said property in order to inspect the proposed project.

Applicant's Signature: _____ Date: _____

Office Use Only:

Date Received _____ Date Processed _____ Fee Amount _____ Approved by _____