



Village of Freeport, PO Box 10, 200 State St., Freeport, MI 49325

Phone: 616-765-3808 Fax: 616-765-3419 Email: freeportclerk@gmail.com

Thank you for choosing the Village of Freeport! Planning and Zoning Officials are here to help you meet the requirements of the Ordinances set forth by the Freeport Village Council. Village Ordinances and Zoning Ordinances are available on the Freeport Village website at: <https://freeportmichigan.org/> under the Village Government tab.

Building Permit Requirements

Documentation Required:

- 1) **Copy of latest survey of property**
- 2) Drawing showing proposed addition or new structures
- 3) Copy of permit from the Barry-Eaton Health Department for septic system
- 4) Zoning Application fee of \$25.00 (Applicable water line charges, if needed)

Process Steps

- 1) Each Applicant shall fill out a complete application for a Zoning Compliance permit, including survey and drawing.
- 2) Each applicant shall place stakes at the corners of the proposed addition or new structure as well as on the side yard line closest to the proposed addition or new structure
- 3) A site inspection shall be made after the completion of the application and before a permit is issued.
- 4) Taxes and assessments on the property must be paid in full.
- 5) Proposed new structures must include a copy of the permit from the Barry-Eaton Health Department for septic system before a permit is issued.
Note: It is advisable to review current zoning ordinances prior to applying for permit to Barry-Eaton Health Department as the cost of the permit is non-refundable.
- 6) New structures must include all hook-up charges to the village water system if located within 200ft of an existing line or a permit from the Barry-Eaton Health Department for a well if located outside of the 200ft radius.
- 7) Zoning Application fee of \$25.00 must accompany application as well as applicable water line charges. Checks should be made payable to Village of Freeport
- 8) Return application and all required documentation and fees to the Village Office or mail to:
P.O. Box 10
Freeport, MI 49325

Note: Zoning compliance/site plan review applications are good for 6 months from the date of approval.

Anyone starting a project before a zoning or building permit is issued will be charged a double fee.

If you have any questions, please call the Village Office: 616-765-3808

Zoning Permit Application

Date _____

Applicant _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Cell _____

Property Owner (if different from applicant) _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Cell _____

Project Location

Address _____ City _____ State _____ Zip _____

Zoned

R1 Residential R2 Residential Commercial Agricultural Industrial

Type of Request

New Addition

Structure Type

House Garage Deck Porch Other

If Garage

Attached Separate Size (sq ft) _____

Accessory Building

Barn / Pole Barn Storage Building Size (sq ft) _____ Height _____

Is the site within 500ft of any boundry of water (stream, river, creek, lake, wetland, etc.) ?

Yes No

***Applicant must include**

- 1) \$25.00 Application Fee:
(checks made payable to “Village of Freeport”)**
- 2) Zoning Site Plan Drawing**
- 3) A copy of latest survey of the property**

Signature of Applicant _____
Date _____

Signature of Owner (if different) _____
Date _____

Zoning Site Plan

Using the space provided, or on a separate sheet of paper, draw a diagram showing all the following items:

- 1) The dimensions of the lot or acreage (all sides)
- 2) The location, with distances to lot lines, of all existing and proposed structures
- 3) The dimensions of all existing structures
- 4) The distance between all existing structures
- 5) The location of all roads bordering or on the property
- 6) The location of any power and gas lines on the property
- 7) The location and distance to the proposed structure to any lakes, rivers, streams, or wetlands on or near the property.
- 8) The location of any easements on the property

Please indicate
 direction of North
 within the circle

Building setbacks (front setback, as measured in feet, from the road right-of-way)

Front _____ Side _____ Side _____
 Rear _____

I agree to comply with the terms and requirements of local ordinances regarding side yards and building setbacks. It is also understood that all structural, electrical, plumbing, heating, drive approaches, and sidewalks shall be installed to both state and local requirements, and that a certificate of occupancy must be obtained prior to operation or use.

Signature of Applicant _____

Date _____

Signature of Owner (if different) _____

Date _____

For Official Use Only

Date application received _____

Fee paid?

Yes No Check # _____ Cash Receipt # _____

Village Clerk _____ Date _____

Taxes and Assessments due on property paid?

Yes No

Village Treasurer _____ Date _____

Submitted Materials

Site Plan Application Latest Survey of the Property

Agency Letters (if required)

Survey (Latest) Yes No Permit # _____

Date _____

Road Commission Yes No Permit # _____

Date _____

Health Department Yes No Permit# _____

Date _____

DEQ Yes No Permit# _____

Date _____

Drain Commissioner Yes No Permit# _____

Date _____

Other Yes No Permit# _____

Date _____

Forward to Planning / Zoning Committee (Commercial or Industrial)

Date _____

Approved _____ Date _____

Printed and Signed

Disapproved _____ Date _____

Printed and Signed

If disapproved,
reason _____

Completed Application Accepted By _____
Date _____

Printed and Signed

Additional
Comments _____
