

**CITY OF ROCKFORD
ZONING PERMIT APPLICATION
INSTRUCTIONS TO APPLICANT**

Dear applicant:

Section 18.2 of the Rockford Zoning Code requires that “no building, structure, or sign shall be erected, altered, or moved unless a zoning permit shall have been first obtained for such work.” Zoning permits must be obtained through the City Zoning Administrator prior to filing an application for a building permit with the City’s building office, Professional Code Inspection.

Included within the building permit application, is a one (1) page zoning permit. Applicants must complete the zoning permit application in its entirety and forward it to the Zoning Administrator as part of the building permitting process. The following information must be provided to the City prior to making application for a building permit. **Projects that do not require a building permit must still complete this application.**

- A. Completed zoning permit application form.
- B. Completed site plan showing proposed project on the reverse side of the Zoning Application.
- C. An existing survey or other document showing existing structures and conditions. If property is currently vacant, a survey is not necessary.
- D. If required, a completed Building Permit, construction drawings and Soil Erosion Permit will be included with the package, which we will forward to Professional Code Inspection upon our approval

Complete permit applications are reviewed each week. Once approved, the application will then be forwarded to the offices of Professional Code Inspection where the building permit process can be completed.

All approved Zoning Permits expire 6 months from the date of approval.

There shall be no fee associated with a zoning permit application. Any individuals wishing to receive assistance in completing the zoning permit application are asked to contact City Hall at 616-866-1537.

**CITY OF ROCKFORD
ZONING PERMIT**

Applicant: _____ **Telephone Number** _____

Property location (address, pp#, legal): _____

Zoning District: _____ **Proposed Use:** _____

To be completed by the City

	District Regulations	Proposed
Minimum lot area		
Minimum lot width		
Setbacks: Front Yard		
Side Yard		
Rear Yard		
Ground Floor S.F.		
Total Floor S.F.		
Height		
Lot Coverage		
Parking		
Sign		

Buffering required: Yes _____ No _____

Existing nonconforming conditions (lot, structure, use): _____

Variance granted: Yes _____ No _____

Date: _____

Type of Variance: _____

Conditions attached to prior approval (site plan, special use, PUD, etc.): Yes _____ No _____

Date: _____

List conditions: _____

Applicant's Signature: _____

Public Services Authorization: _____ Date: _____

Zoning Permit Authorization: _____ Date: _____

Property survey attached

***We rely on dimensions provided on the site plan and it is the responsibility of the applicant to follow the approved Zoning Permit. Zoning Permit Expires 6 months after approval.**