



City of Flint
Planning & Zoning Department
1101 S Saginaw Street Room S105, Flint, MI 48502
Phone: (810)766-7426
www.cityofflint.com/departments/planning-and-zoning/

Fee: _____
Date Rec'd: _____
Application #: _____
Meeting Date: _____

Application for Zoning Permit			
☐ Single-Family Detached and Two-Family Lots		☐ Attached Single Family, Multiple-Family, Mixed-Use and Non-Residential Lots	
Property Address & Parcel ID Numbers	Property or Street Address:		
	Parcel I.D. Number(s):		
Zoning District:			
Project Description			
	Does the project involve Specially Designated Merchant License, Specially Designated Distributor License, or other liquor license?		☐ Yes ☐ No
	Are there any easements on the property?		☐ Yes ☐ No
Applicant (Must have a legal interest in the property)	Name:		
	Firm:		
	Address:		
	City:		
	State:		Zip Code:
	Phone:		Email:
☐ Own the property			
☐ Lease the property, if so what is term of lease?		Years:	W/ options? ☐ Yes ☐ No
☐ Have offer to purchase property (attach purchase agreement)			
☐ Other property interest: (e.g., architect, attorney, contractor, etc.)			
Applicant Signature:			

Primary Contact ☐ Same as applicant	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	Relationship to Applicant (e.g., architect, attorney, contractor, etc.)			
Property Owner ☐ Same as applicant	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	Relationship to Applicant (e.g., architect, attorney, contractor, etc.)			

Please note:

The non-refundable fee made payable to the City of Flint must accompany your application.

Staff reviews can often be handled in a walk-in visit but may take longer than two (2) business days depending on the individual project or case load.

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Plot Plan Requirements (Section 50-186) (See Next Page) - Applicant Checks Items.				
Requirements	Yes	No	N/A	Comments
1. The actual shape, location and dimensions of the lot and all setbacks				
2. The location and names of all roads, other rights-of-ways or bodies of water bordering the property				
3. The shape, length, width, height, area, lot coverage, and location of all buildings or other structures to be erected, altered or moved and of any building or other structures already on the lot				
4. The existing and intended use of the lot and of all such structures upon it, including the number of dwelling units if applicable				
5. All parking stalls including designated handicap parking				
6. New signage or modifications to signs				
7. Existing and additional landscaping/fencing/buffering if applicable				
8. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this Chapter are met.				

OFFICIAL USE ONLY

I hereby certify that I have reviewed the plans for the purpose of zoning compliance only, not for construction.

Address & PID _____

Zoning Compliance Certificate: Approved _____ Approved as noted _____ Denied _____

Comments / Reasons for Denial: _____

Zoning Official _____

Date _____

Plot Plan - Legend & Additional Information

Required Elements:

- Property Lines
- Existing and Proposed Structures
- Dimensions
- Setbacks
- Adjacent Street Names
- Scale (1 unit = _____ ft.)