



Colon Village

Michigan

Zoning Administration Office

Zoning Application

Matthew D Jorgensen
Zoning Administrator
PO Box 30
Colon, MI 49040
Telephone: (269)-386-1110
swmizoning@gmail.com

Colon Village

Zoning and Building Contact List

The following are the varioius contacts for your zoning and building needs.

ZONING ADMINISTRATOR

Matthew Jorgensen
PO Box 30
Colon, MI 49040
Telephone: 269-346-1110
Email:
swmizoning@gmail.com

BUILDING OFFICIAL

Joe Wickey
62642 Kuhlmeier Rd
Centreville, Mi. 49032
Telephone: 269-816-4951
Email: jwickey00@gmail.ccom

PLUMBING OFFICIAL

John Dobberteen
400 S. Monroe St.
Sturgis, Mi. 49091
Telephone: 269-651-4567
Cell: 269-625-7648
Fax: 269-503-7354
Email: dobberteeninc@gmail.com

ELECTRICIAL OFFICIAL

Ron Bellaire
P.O. Box 186
Edwardsburg, Mi. 49112
Telephone 269-663-3429
Email: rbellaire65@gmail.com

MECHANICAL OFFICIAL

John Dobberteen
400 S. Monroe St.
Sturgis, Mi. 49091
Telephone: 269-651-4567
Cell: 269-625-7648
Fax: 269-503-7354
Email: dobberteeninc@gmail.com

ASSESSOR/LAND DIVISION OFFICER

Ann Richmond
Tel: 269-870-4587

HEALTH DEPARTMENT

Branch, Hillsdale, St. Joseph County
1110 E. Hill St
Three Rivers, Mi. 49093
Telephone: 269-273-2161

SOIL EROSION

Jeffrey Wenzel
Telephone: 269-467-5600

Village of Colon

Fee Schedule

THE FOLLOWING COST SCHEDULE WILL APPLY

Zoning Application (No building permit required)	\$25.00
Zoning Application (Building Permit Required)	\$50.00
Agricultural Exemption Letter of Understanding (To be filed on deed)	\$25.00
Re-Zoning Request	\$250.00
Ordinance Amendment Request	\$250.00
Amend Future Land Use Map	\$250.00
Special Exemption Permit	\$250.00
Special Meetings of Zoning Board for any purpose	\$250.00
Zoning Board request for Variance	\$250.00
Special Meetings of Planning Commission for any purpose	\$375.00
Home Occupation Original Application	\$50.00
Home Occupation Annual Renewal	\$20.00
Outdoor Festival Permit (Annually)	N/A
Publishing /Mailing/Administration Fees	\$160.00
Land Division (Parent + First Split)	\$100.00
Land Division Per Split (Same Application)	\$50.00
Copy of Master Plan (Paper Copy)	\$75.00
Copy of Master Plan (CD Copy)	\$20.00
Copy of Zoning Ordinance (Paper Copy)	\$75.00
Copy of Zoning Ordinance (CD Version)	\$20.00
FOIA Copies per page	\$0.10
FOIA Labor Charges per Hour	\$12.00

The Zoning Administrator may require the applicant to deposit an Escrow Fee with the township at any time as permitted by the Mendon Township Escrow Fee Resolution.

INSTRUCTIONS FOR COMPLETING ZONING/BUILDING APPLICATION

The following information must accompany each copy of this application form. Each supporting document must include the name and address of the applicant.

**** IMPORTANT INFORMATION ****

Incomplete applications will not be processed. Incomplete applications would include but not limited to drawings, measurements on both the application and drawings, property owner's signature, cross sections of structure, energy code requirements, property owners' signatures and application fees.

It is highly recommended that you plan for your project well in advance. Other applications, or additional review time regarding your application may delay your anticipated start date of your project. Commencement of your project may not start until you have received your permits.

You must know where your property lines are located. Assumptions and adjacent property owner agreements are not acceptable. If accurate property lines cannot be established, a survey must be completed. If there is a question as to any of the property lines, the Zoning Administrator and/or the building official may request a survey to verify property lines prior to processing an application.

There are many areas in the county that have what is known as plat or platted sub-divisions. Platted areas sometimes have deed restrictions associated with that area or lot. The municipality is not obligated to confirm the presence of any such regulations and is not obligated nor has any authority to enforce such regulations.

- A. All appropriate fees must be included with the Zoning Application. The building official will advise you of the building permit fees at the time of issuance of such permit.
- B. Proof of Property Ownership/Interest/Other Party Information: Proof of ownership of the property such as a warranty deed, land contract or other evidence of interest in the property, and the names, addresses, phone numbers of all other persons or entities having legal or equitable interest in the property including written authorization by the landowner for a person to act on behalf of the landowner (if applicable). If property is under land contract, the deed holder will be required to sign such application.
- C. Legal Description: A legal description of the property.
- D. Potable Water/Sewage Disposal Approval: **Well and septic permits** obtained from the **St. Joseph County Health Department, 269-273-2161. NOTE: All zoning/building permit applications will require a change of use approval for any new buildings or structures, any exterior enlargement of existing structures, or any major interior renovations, to be determined by the zoning administrator, building official or the health department.** According to the St. Joseph County Environmental Health Code. (**Water and Sewer Permit** if such property is located where municipal water or sewer is available, approval from the municipality must be issued and submitted with application). (269)-432-2532.

- E. Driveway Permit: Permits/evidence demonstrating Road Commission approval for driveway location (if new proposed driveway along a public road). **St. Joseph County Road Commission (269)-467-6393. Michigan Department of Transportation 269-337-3900.**
- F. Deed Restrictions: Copy of any deed restrictions on the property. **St. Joseph County Register of Deeds Office (269)-467-5500.**
- G. Project Plan: Drawings of proposed project. This plan must include dimensions of all structures and dimensions from structures to other structures and property lines, and square footage of the proposed project. The grid on page 4 may be used, or other sets of plans may be submitted. **SPECIAL NOTE: All plans and measurements must be indicated from widest point of building or structure to widest point of building or structure. Overhangs, decks, porches, and other portions of the building must be included.**
- H. Flood Hazard Zone: If any portion of your parcel is located in a F.E.M.A. Flood Hazard Zone, proper clearance authorization must first be approved by the authorizing agency. **Michigan Department of Environmental Quality (269)-567-3564.**
- I. Address assigned and posted on the parcel in accordance with the St. Joseph County Address Ordinance. **As of January 1, 2022**, a site plan or plot plan will need to be submitted to the zoning administration office. The municipality must request the address from the St. Joseph County Land Resource. Once an address is received, you will be notified of the address so that you can obtain the remaining required documentation. Property owners no longer can obtain addresses.
- J. Soil Erosion Permit: A soil erosion permit for all projects located with 500 feet of a lake, river, stream, watercourse, or wetland must be obtained and submitted as part of the application. **St. Joseph County Drain Commissioner (269)-467-5600.**
- K. Building Plans: Two sets of building plans must be submitted one being in 8.5" X 11" format. If submitting electronically, and original set must also be mailed. Such plans must include the following drawings:
- ✓ Foundation.
 - ✓ All elevations. (Side view)
 - ✓ Floor plan.
 - ✓ Cross Section of on wall from foot to peak.
 - ✓ Truss diagrams as required.
 - ✓ For new construction, a Michigan Uniform Energy code approved plan is required.
- L. Energy Code Calculations: State law requires a minimum level of energy efficiency.
- M. Plan review: For electrical, plumbing, and mechanical, required in all commercial and in residential over 3500 Sq. Ft. In addition, Fire code required for all but single-family single unit residential.
- N. Multi- Family Use or Business: Use must be inspected by the fire chief.
- O. Electrical, Mechanical, Plumbing, Sewer, Soil Erosion and all other application must be submitted to the respective department for approval.

- P. Zoning Permits: Zoning Permits are valid for 12 months after issuance. Building Permits a valid in accordance with the Michigan Building Code. An extension may be granted by the building inspector with a written request and a justifiable cause. (To be determined by the building inspector)
- Q. Utilities, Easements and Deed Restrictions: The municipality and/or anyone acting on behalf of the municipality will not be responsible for the location of any power lines, gas lines, sewer lines, water lines or any other essential service provided. In addition, the municipality and/or anyone acting on behalf of the municipality will not be responsible for the verification and/or location of any utility easements, property easements or deed restrictions. Almost all utility providers along with other service providers have clearance areas from their lines or equipment.
- R. Inspection Types: Each of the trades, building, electrical, plumbing and mechanical have specific inspections that are required. Work closely with your inspectors to avoid any issues.
- S. Inspections: All inspections require a minimum of a 24-hour notice.
- T. Copies: Please do not submit 2 sided copies. **All documents must be in 8.5" X 11" format.** Larger sizes may be requested if necessary.

IMPORTANT INFORMATION

Please be aware of the following State Law:

- Structures (such as houses, barns, and sheds) may not be burned for the purpose of demolition. Air quality regulations allow structures to be intentionally burned for the purpose of fire department training **ONLY**. However, there are specific guidelines developed by the National Fire Protection Association (NFPA) that fire departments must follow when conducting a training exercise. A guidance document for fire departments conducting fire suppression training can be found on the DEQ's Open Burning web site www.michigan.gov/deq (click on "Air" then "Open Burning Information").
- Construction and Demolition Waste Construction and demolition (C & D) waste is waste building material, packaging, and rubble that results from construction, remodeling, repair, and demolition operations on houses, commercial or industrial buildings, and other structures. C & D waste may be generated at many sources including households, commercial establishments, and industrial facilities. The open burning of any C & D waste is prohibited, even if the burning is to be conducted on the person's own property. A person may NOT take C & D waste to another location (such as a household) to be burned. C & D waste should be reused, recycled, or disposed of in a landfill that accepts C & D waste (see the "Open Burning Alternatives" section of this guide)
- You may be required to obtain an asbestos abatement inspection prior to being issued a demolition permit. Such determination will be made by the building official. Violations will be turned over to the Michigan Environmental, Great Lakes and Energy Department of the State of Michigan and may be subject to local enforcement.
- It is also prohibited to bury such materials on a property. Materials must be disposed of in a licensed landfill qualified to handle such waste.

VILLAGE OF COLON
ST. JOSEPH COUNTY, MI.

ZONING / BUILDING PERMIT - PLOT / SITE PLAN APPLICATION
(for single and two-family dwellings including related accessory uses/structures, and temporary dwellings and uses)

Important Notice to Applicants: A minimum of 1 copy of this completed application, along with the same number of copies of supporting documents described below, must be submitted to the Zoning Administrator. The application must be completed in full. If additional space is needed, number and attach additional sheets. Approval of this application is required before a Zoning Permit can be issued. The excavation for or erection of a building or structure prior to the issuance of a Zoning Permit is a violation of the Zoning Ordinance. References to "Section" and "Article" refer to the Zoning Ordinance. They are provided to assist the applicant. The references highlight parts of the Ordinance that may be applicable but do not necessarily identify all parts that apply. Authority: 1972 PA 230. Completion: Mandatory to obtain permit. Penalty: Permit cannot be issued.

CHECK TYPE OF REQUEST

RESIDENTIAL PLOT PLAN ☐ NON-RESIDENTIAL SITE PLAN REVIEW ☐ CHANGE OF USE ☐

APPLICANT'S NAME(S)		ADDRESS	CITY	STATE	ZIP CODE
LAST NAME	FIRST				
TELEPHONE #	CELLULAR #	FAX #	EMAIL ADDRESS		

PROPERTY OWNERS NAME		ADDRESS	CITY	STATE	ZIP CODE
LAST NAME	FIRST				
TELEPHONE #	CELLULAR #	FAX #	EMAIL ADDRESS		

ARCHITECT/ENGINEERS NAME		ADDRESS	CITY	STATE	ZIP CODE
LAST NAME	FIRST				
TELEPHONE #	CELLULAR #	FAX #	EMAIL ADDRESS		
LICENSE #	EXPIRATION DATE				

CONTRACTORS NAME		ADDRESS	CITY	STATE	ZIP CODE
LAST NAME	FIRST				
TELEPHONE #	CELLULAR #	FAX #	EMAIL ADDRESS		
LICENSE #	EXPIRATION DATE				
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION					
WORKERS COMPENSATION CARRIER OR REASON FOR EXEMPTION					
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION					

VILLAGE OF COLON ST. JOSEPH COUNTY, MI.

APPLICANT'S INTEREST in PROPERTY (check one):

☐ Owner ☐ Lessee ☐ Buy Option ☐ Land Contract ☐ Other/Specify: _____

PROPERTY INFORMATION WHERE CONSTRUCTION IS TO TAKE PLACE:

Street Address: _____ City _____

Tax Parcel #: _____ Zoning District: _____

Present Use: _____ Change Use to _____

Is Property in a (check if "yes"): ☐ platted or ☐ condominium subdivision? Subd. Name: _____

Are there any deed restrictions on the parcel? (Check one): ☐ Yes ☐ No If yes, include copy.

TYPE OF IMPROVEMENT AND PLAN REVIEW: (check all that apply)

	NEW	ADDITION / ALTERATION	
Single Family Dwelling	☐	☐	If this is a pre-manufactured home check below
Two Family Dwelling	☐	☐	
Mobile Home Set-Up	☐	☐	
Pre Manufactured Dwelling	☐	☐	State Construction Code ☐ HUD Standard ☐
Commercial/Industrial **	☐	☐	
Church/Religion **	☐	☐	
School/Library/Educational **	☐	☐	
Multiple Family Dwelling/Hotel/Motel **	☐	☐	Number of Units _____
Swimming Pool	☐	☐	
Private Garage	☐	☐	Attached ☐ De-Attached ☐
Pole Barn	☐	☐	Agricultural Use ☐ Such use requires a Letter of Understanding to be signed and recorded.
Shed	☐	☐	If over 200 square feet a building permit is required
Shed (Pre-manufactured)	☐	☐	
Small Solar System	☐	☐	
Utility Solar System	☐	☐	
Small Wind Turbine	☐	☐	
Utility Wind Turbine	☐	☐	
Temporary Dwelling	☐	☐	
Other Temporary Use	☐	☐	
Foundation Only	☐	☐	
Moving of building(s)	☐	☐	
Demolition	☐	☐	
Outdoor Solar Panel	☐	☐	
Other	☐	☐	

VILLAGE OF COLON
ST. JOSEPH COUNTY, MI.

PROPOSED CONSTRUCTION AND USE OF LAND OR CHANGE OF USE

Describe in detail the proposed alterations, repairs, and/or additions or demolitions to any new and/or existing principal and/or accessory buildings and include the proposed use of such building(s) if applicable.

EXISTING STRUCTURES AND BUILDINGS ON THE PARCEL OR LOT

List and describe all buildings and structures that are currently on the parcel or lot. Such buildings or structures would include a house, garage, pole barn, shed, outdoor wood boilers, generators privacy fences etc.

Have all of the setback requirements been met for the water supply/water well system? (Check one): ☐ Yes ☐ No

Have all of the setback requirements been met for the sewer system/septic system? (Check one): ☐ Yes ☐ No

Have all of the setback requirements been met for the electrical supply lines? (Check one): ☐ Yes ☐ No

Have all of the setback requirements been met for the gas lines/propane supply systems? (Check one): ☐ Yes ☐ No

Are there any utility easements or other easements on the parcel? (Check one): ☐ Yes ☐ No

If yes, describe

Have you surveyed your property to establish property lines for this project (Check one): ☐ Yes ☐ No

If no, describe how you are establishing your property lines.

CHARACTERISTICS OF BUILDING

Principal Type of Frame

☐ Masonry, Wall bearing	☐ Wood Frame	☐ Structural Steel	☐ Reinforced Concrete	☐ Other	
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Electricity

Will this building or structure have electricity	☐ Yes	☐ No
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Principal Type of Heating Fuel

☐ Gas	☐ Oil	☐ Electricity	☐ Wood/Coal	☐ Other	
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Type of Sewage Disposal

☐ Public or Private Company	☐ Septic System	
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Type of Water Supply

☐ Public or Private Company	☐ Private Well or Cistern	
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Type of Mechanical

Will there Be Air Conditioning?	☐ Yes	☐ No	Will there be fire suppression?	☐ Yes	☐ No
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VILLAGE OF COLON ST. JOSEPH COUNTY, MI.

IMPORTANT INFORMATION READ FIRST

All measurements are to be indicated from the widest point of the structure which is to include any overhangs or other portions of the structure.

Calculations for lot coverages will be determined from widest point of structure to widest point of structure commonly referred to as a sky view.

Upon submission for a building permit, floor plans which include elevations and a wall cross section **must** be included. If the application is for new home construction, energy compliance calculations **must** be submitted. If a structure is being constructed for Agricultural Use, a Letter of Understanding **must be** signed by the property owner prior to a zoning permit being issued allowing for a building permit exemption. One set of plans must be submitted on paper sized 8.5" X 11". Large sets may also be submitted.

If one of the boxes in the section **above** is indicated by ** plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear the architect's or engineer's seal and signature. Plans are not required for alterations and repair work if determined by the building official to be minor in nature.

General: Building or excavation work shall not be started until the application for permit has been approved by the Zoning Administrator and/or the Building Official. All installations shall be in conformance with the Municipality's Zoning Codes and the Michigan Building Codes. No work shall be concealed until it has been inspected. The telephone number for the inspectors provided in this application packet. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the job location and permit number. The inspector will typically perform the inspection within 2 business days as his or her schedule permits.

BUILDING CHARACTERISTICS:

The proposed building characteristics of new constructions are as follows:

Building consisting of _____

Feet	Description	Detail			
	From front lot line, measured from	Center line of road		Right of way line	
	From front lot line on a body of water	Measured from the high water mark.			
	From rear property line	Measured from the rear property line			
	From right side lot line	Determined from the road looking at the lot			
	From left side lot line	Determined from the road looking at the lot			
	Height of existing principal structure	Determined from average undisturbed grade			
	Height of proposed building or structure	Determined from average undisturbed grade			
	Proposed structure length	From widest point of structure			
	Proposed structure width	From widest point of structure.			
	Number of stories	If basement is going to be finished it counts as a story			
	Distance from closest building	Distance from nearest adjacent building/structure.			
	Square feet of gross floor area	Total square footage of structure			
	Square feet of living space	Finished space for living for habitation			
	Square feet of foundation	Measured from the foundation only			
	Total square footage of parcel	Total size of the property			
	Total Lot Coverage	Total lot coverage of all buildings and structures			
	Principal Use		Accessory Use	Principal = House Accessory = Garage/Shed/Barn	
	Distance from lake, stream, shore, pond	To be measured from high water mark			
	Agricultural Use (100 %)		Yes	No	If yes, Letter of Understanding required.
Estimated Total Cost of Project (Required Information)					\$

**VILLAGE OF COLON
ST. JOSEPH COUNTY, MI.**

AFFIDAVIT: I (we) the undersigned affirm that the foregoing answers, statements, and information, and any attachments, are in all respects true and correct to the best of my (our) knowledge and belief. I (we) the undersigned understand that the Zoning Permit applied for, if granted, is issued on the representations made herein and that any Zoning Permit or Building Permit subsequently issued may be revoked because of any breach of representations or conditions, or because of the lack of continued conformance with zoning ordinance requirements. I understand that incomplete applications which also includes application fees will not be processed. Incomplete applications will be closed after 45 days, applicant will have to re-submit including all applicable fees.

I (we) the undersigned fully understand that acceptance and/or approval of this application for zoning and/or building permit(s) does not confer approval by any other municipal entity. We fully understand that the use of a septic system or other on-site sewage disposal system and/or preparation for the use of such system, is the full responsibility of the applicant. Applicant is advised to contact their local District Health Department for a determination whether a "change in use" permit is required.

I (we) the undersigned authorize the zoning administrator, building official, inspector, Health Department and any other person authorized by the Zoning Administrator or Building Official to enter onto the property subject to this permit, and into any structure to be constructed or presently under construction hereon for the purpose of conducting inspections for compliance. Entry into presently occupied dwelling units that are the subject of this application/construction (i.e. expansion/modification of residential unit) shall be permitted as required under arrangement with the individual inspection and/or officials requiring entry. Failure by the undersigned to permit such inspections shall result in the Zoning Permit Application and/or building permit being denied, or immediate termination of the Zoning Permit and/or building permit that has been issued.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his /her authorized agent, and we agree to conform to all applicable laws of the State of Michigan. Section 23a of the State Construction Code Act of 1972, 1972 PA 230. MCL. 125.1523A prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

I understand that the Zoning Administrator and/or Building Official may require that a survey be preformed to verify information regarding the property and/or buildings and /or structures located on the parcel.

I understand that incomplete applications, or applications that have been denied, will only be held open for 45 days. After 45 days a new application will have to be submitted along with new application fees.

Applicant/Agent Signature(s) Date
Before signing, please read below

Property Owner's(s) Signature(s) Date
(if different than applicant)

READ BEFORE SIGNING

As agent of the above-referenced owner of the property, I assert that I have authority to sign this document on behalf of the owner and to bind such owner to the terms and conditions set forth herein as if the owner signed himself. I understand that signing this document on behalf of the owner without the legal authority to do so constitutes fraud and/or perjury and that I may be prosecuted for the same".

A person shall not be recognized as the agent, attorney, engineer, architect, or builder of another person unless the person seeking recognition files with the enforcing agency a written instrument, which shall be an architectural, engineering, or construction contract, power of attorney, or letter of authorization signed by that other person designating the person seeking recognition as the agent, attorney, architect, engineer, or builder and, in case of a residential builder or maintenance and alteration contractor, architect, or engineer, setting forth the license number of the person seeking recognition and the expiration date of the license.

VILLAGE OF COLON
ST. JOSEPH COUNTY, MI.

SPACE BELOW FOR TOWNSHIP USE ONLY

Application Number: _____ **Tax Parcel #:** _____

Date(s) Received: _____

[illegible]**Actions Taken:**

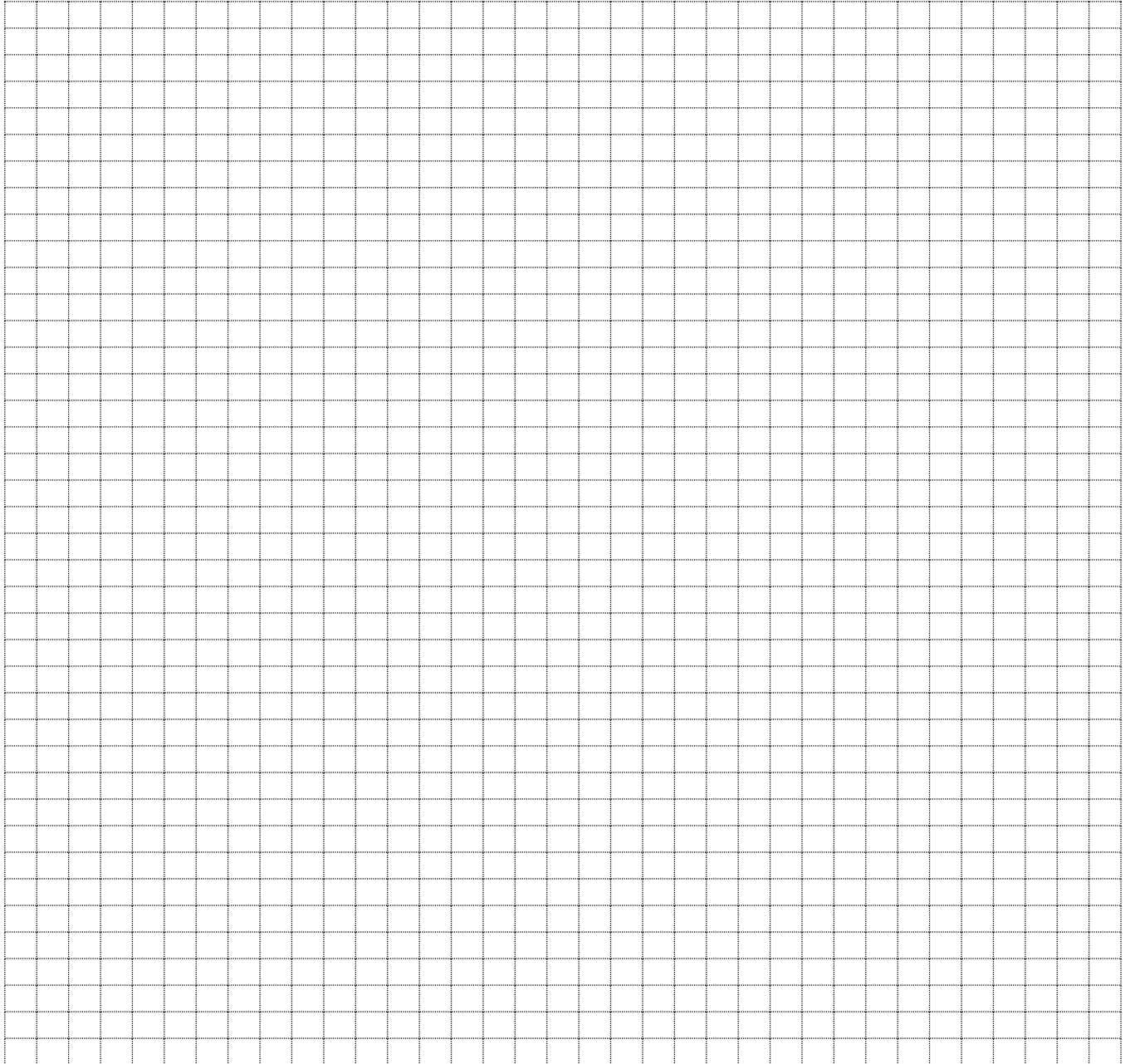
Actions Taken	
Date	Action Taken By (approved, denied, approved w/conditions, tabled, etc.)

Other Comments

FOR OFFICIAL USE ONLY						
Environmental Controls						
	REQUIRED					COMMENTS
ZONING		YES		NO		
ADDRESS ASSIGNED/VERIFIED		YES		NO		
SOIL EROSION		YES		NO		
FLOOD HAZARD ZONE		YES		NO		
SEPTIC SYSTEM		YES		NO		
WATER SUPPLY		YES		NO		
DRIVEWAY PERMIT		YES		NO		
BUILDING PERMIT		YES		NO		
VARIANCE		YES		NO		
SPECIAL EXCEPTION USE		YES		NO		

VILLAGE OF COLON
ST. JOSEPH COUNTY, MI.

Place the NORTH ARROW in the CORRECT DIRECTION Here: _____



The plot plan must be completed in its entirety prior to any review. This grid paper may be used or a separate plan attached. Required information includes, but is not limited to:

1. The location, shape, area and dimension of the lot.
2. The location, dimensions, and height of any and all existing and/or proposed structures and buildings to be erected, altered, or moved on the lot. Measurements from all property lines and other structures shall be included. Measurements shall be from widest point of structure to widest point of structure.
3. All streets that adjoin the property.
4. All front, side and rear yard setback dimensions, and where such dimensions are measured from.
5. Location of any existing and/or proposed septic system, drain field and well easements or right of ways.
6. Configuration of existing and/or proposed driveways.
7. Location of any lakes, streams, ponds or wetlands, on or adjoining the property.
8. Location of well, septic and drain field must be on the drawing along with measurements from structures.