

**APPLICATION FOR ZONING LAND USE
CITY OF ESCANABA, ESCANABA, MI 49829**

We, the undersigned, owner(s)/agent(s) of the following described property hereby apply to you for a Zoning Land Use permit with a sketch drawn to scale, showing actual dimensions and shape of the lot, exact sizes, and locations of existing buildings on the lot and locations and dimensions of the proposed buildings or alterations. The property owner(s) shall verify any existing easement(s) and/or right-of-way(s). The applicant certifies the information submitted is accurate. The applicant states that he/she has the property owner's authority to execute this agreement and permit. Any certificate issued upon a false statement of any fact which is material to the issuance hereof, shall be void. All questions must be answered.

LEGAL DESCRIPTION OF PROPERTY: _____

ASSESSOR #: _____

LOT INFORMATION: _____

PROPERTY OWNER(S): _____

PHONE NUMBER: _____

PROPERTY ADDRESS: _____

TYPE OF LOT: (circle one) Corner Lot Interior Lot Other: _____

*Please note the dimensions on your site plan as well.

SIZE OF LOT: _____ **LENGTH OF LOT:** _____ **WIDTH OF LOT:** _____

IRREGULAR LOT: _____ **PROPERTY ZONED:** _____

BUILDING INFORMATION: _____

TYPE OF BUILDING: (please check one)

- Construction, alteration, or addition of/to a single-family, two-family, or multiple-family dwelling with three (3) to four (4) residential dwellings or accessory structures.
- A building addition of 20% or less of an existing building not to exceed 5,000 square feet.
- A building addition up to 5,000 square feet that does not modify any other site characteristics such as parking, traffic circulation, and drainage.
- A mobile home park.
- A parking lot or addition containing five (5) or more spaces.
- A garage or accessory structure over 100 square feet in size.
- Other: _____

SIZE OF BUILDING: _____ **EXISTING FLOOR AREA:** _____

PROPOSED % OF LOT COVERED BY STRUCTURE(S): _____

PROPOSED USE: _____

OF STORIES: _____ **HEIGHT OF BUILDING:** (feet and stories): _____

GARAGE: (circle one) Attached Detached

ROOF TYPE: (circle one) Gambrel Mansard Flat Gable Hip

SETBACKS: (from property line) **FRONT:** _____ **SIDES:** _____ **and** _____ **REAR:** _____

IS THE PROPERTY IN A 100 YEAR FLOOD PLAIN? NO ___ YES ___ **PANEL #** _____ **PANEL DATE** _____

ESTIMATED VALUE OF CONSTRUCTION: _____

APPROVED VARIANCES: _____

*In Residence "A", "B", and "C" no buildings or structures can occupy more than 35% of the area of the lot. *All building lots must be buildable as defined by the State of Michigan Subdivision Control Act and City of Escanaba Zoning Ordinance. *The Escanaba Zoning Code requires a six (6) foot wide public sidewalk be installed along streets/avenues adjacent to the property on which a building is erected or moved. A Certificate of Occupancy will not be issued by the Delta County Building and Zoning Department until sidewalks are installed.

(Please print)

COMPANY NAME/APPLICANT: _____ **DATE:** _____

SUBMITTED BY: _____

SIGNATURE: _____ **PHONE:** _____

*****OFFICE USE ONLY*****

DATE RECEIVED: _____ **APPROVED:** _____ **DISAPPROVED:** _____

IF APPLICATION IS DENIED, REASON FOR DENIAL: _____

SPECIAL REQUIREMENTS OF APPROVAL: _____

SIGNATURE OF REVIEWER: _____ **DATE:** _____

LETTER OF AUTHORIZATION TO OBTAIN A ZONING LAND USE PERMIT

PURPOSE: All applications for land use permits must be submitted to the City of Escanaba for review and approved prior to permit issuance. Each application must include a site plan and/or site sketch plan and all data necessary to show that the requirements of the Zoning Ordinance are met. The purpose of this form is to authorize an outside party to obtain zoning land use permits on behalf of the property owner. By authorizing this letter, the property owner fully understands complete ordinance compliance is the ultimate responsibility of the property owner.

DATE: _____

To Whom It May Concern:

I, _____, as the owner or agent for the property listed as _____, Escanaba, MI 49829, do authorize

_____ or their authorized agent, to obtain a
(contractor/architect/engineer)
zoning land use permit for the above referenced property on my behalf.

Owner or Agent

Date

Telephone Number

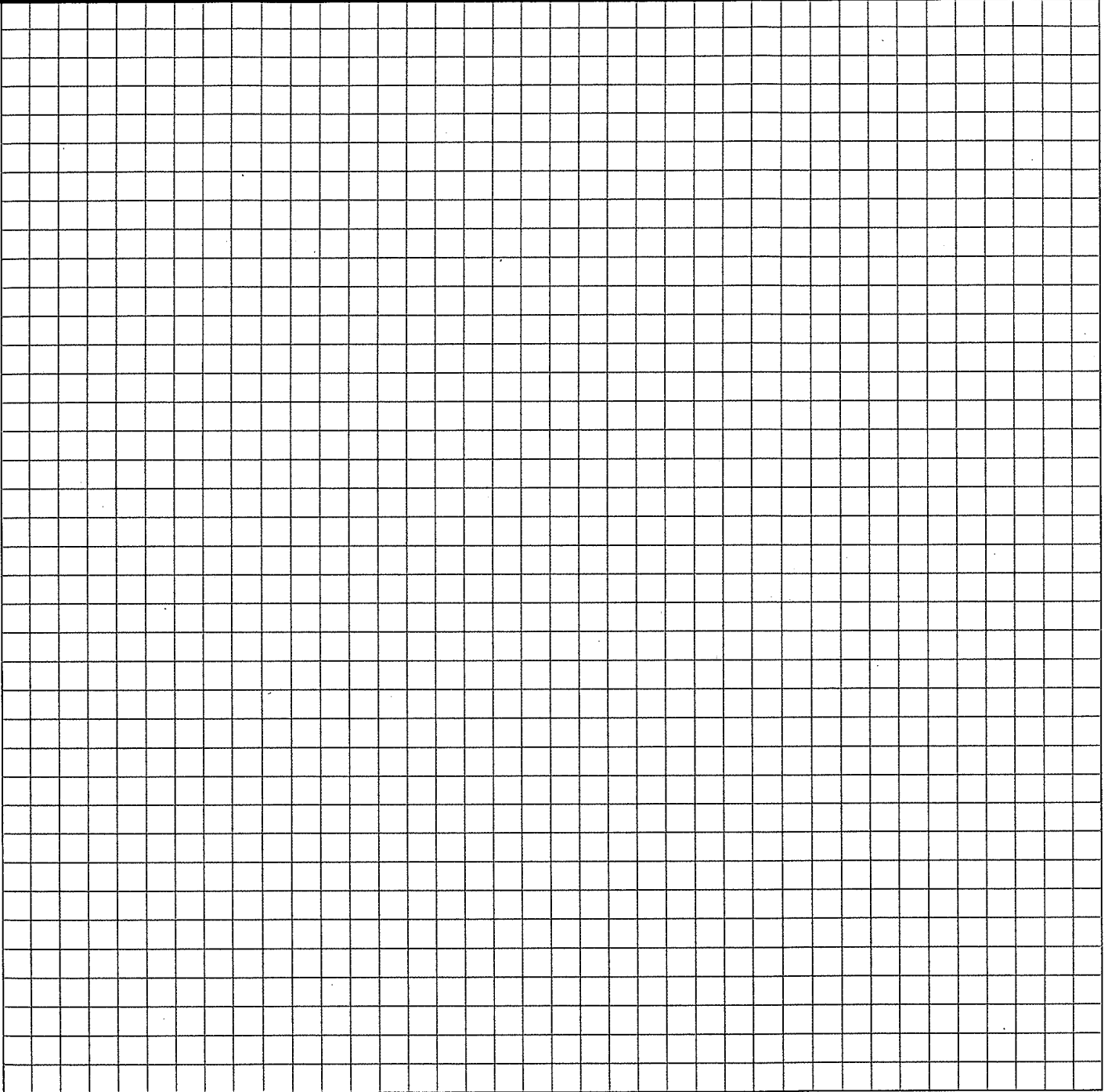
E-Mail Address

Sworn and subscribed to before me this _____ day of _____,
20____ and being personally known to me as _____.

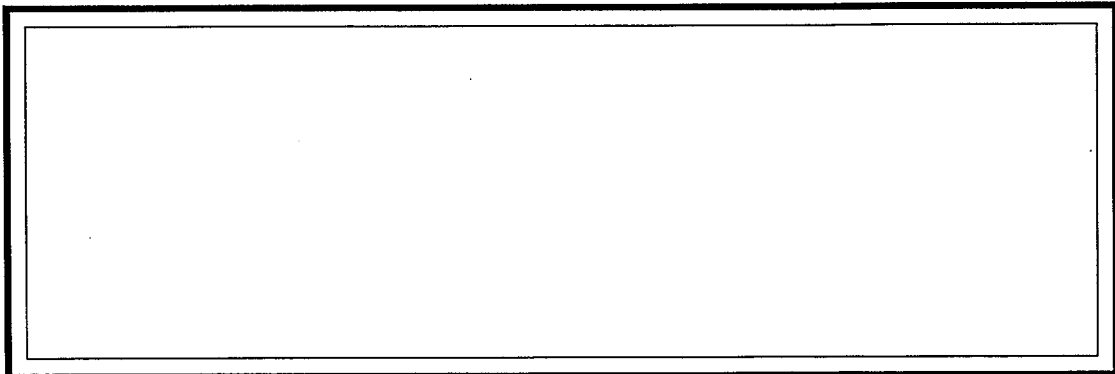
Notary Public

My commission expires: _____, for _____
County, MI.

Work Site or Plot Plan for Applicant Use:



IMPORTANT NOTICE: No structure(s) can be erected, constructed or installed on City-owned property, utility easement or right-of-way.



MINIMUM REQUIRED SKETCH PLAN DIAGRAM REQUIREMENTS

(Cross-Reference--Chapter 18 Site Plan and Sketch Plan Standards)

All applications for land use permits (zoning approval) must be submitted to the City of Escanaba for review and approval prior to the land use permit being issued. A sketch plan is required for the following land uses, buildings, and structures.

Sketch Plans Required

The following uses, buildings and structures shall require only a sketch plan as approved by the code Official :

- A. Construction, alteration or addition of/to a single family, two-family or multiple family dwelling with three (3) to four (4) residential dwelling or accessory structures.
- B. Building additions of twenty percent (20%) or less of the existing building not to exceed five thousand (5,000) square feet for buildings requiring site plan approval, provided that no more than four additional parking spaces will be required or provided. Measurements shall be made based on gross floor area of the ground floor area.
- C. Building additions up to 5,000 square feet that do not modify any other site characteristics such as parking, traffic circulation and drainage.
- D. Mobile Home parks.
- E. All parking lots or additions thereto containing five (5) or more spaces.
- F. Garages, accessory structures over one hundred (100) square feet and similar uses.

Sketch Plan Diagram Requirements

The following information must be provided on all sketch plans:

- A. Scale, north arrow, name and date of plan; dates of revisions thereto;
- B. Name and address of property owner and applicant and the name and address of developer and designers;
- C. The applicant's ownership interest in the property and if the applicant is not the fee simple owner, a signed authorization from the owner for the application;
- D. Legal description of the property, dimensions and lot area;
- E. Existing building, structures and other improvements with a clear indication of all improvements to remain and to be removed;
- F. Use and zoning classification of adjacent properties;
- G. Names and right-of-way of existing streets, private roads and/or recorded easements on or adjacent to the property;
- H. Zoning classification of the subject property and total ground floor area;
- I. Location and exterior dimensions of proposed buildings and structures; with the location to be referenced to property lines; distances between buildings; height in feet and number of stores; and all required setbacks;
- J. Location and dimensions of proposed parking lots, numbers of spaces in each lot; dimensions of spaces and aisles; drainage pattern of lots; angle of spaces; and areas reserved for storage of snow;

- K. Location, type and size of other improvements such as sidewalks, fencing and screening, outdoor trash containers, signage and landscaping; and
- L. Additional information may be required by the Code Official.

Sketch Plan Public Hearing

No public hearing shall be required for sketch plan approvals. The Code Official shall have the authority to approve sketch plans. The Code Official may refer the matter to the Planning Commission if in his/her opinion the Planning Commission should be consulted.

Expiration of a Sketch Plan.

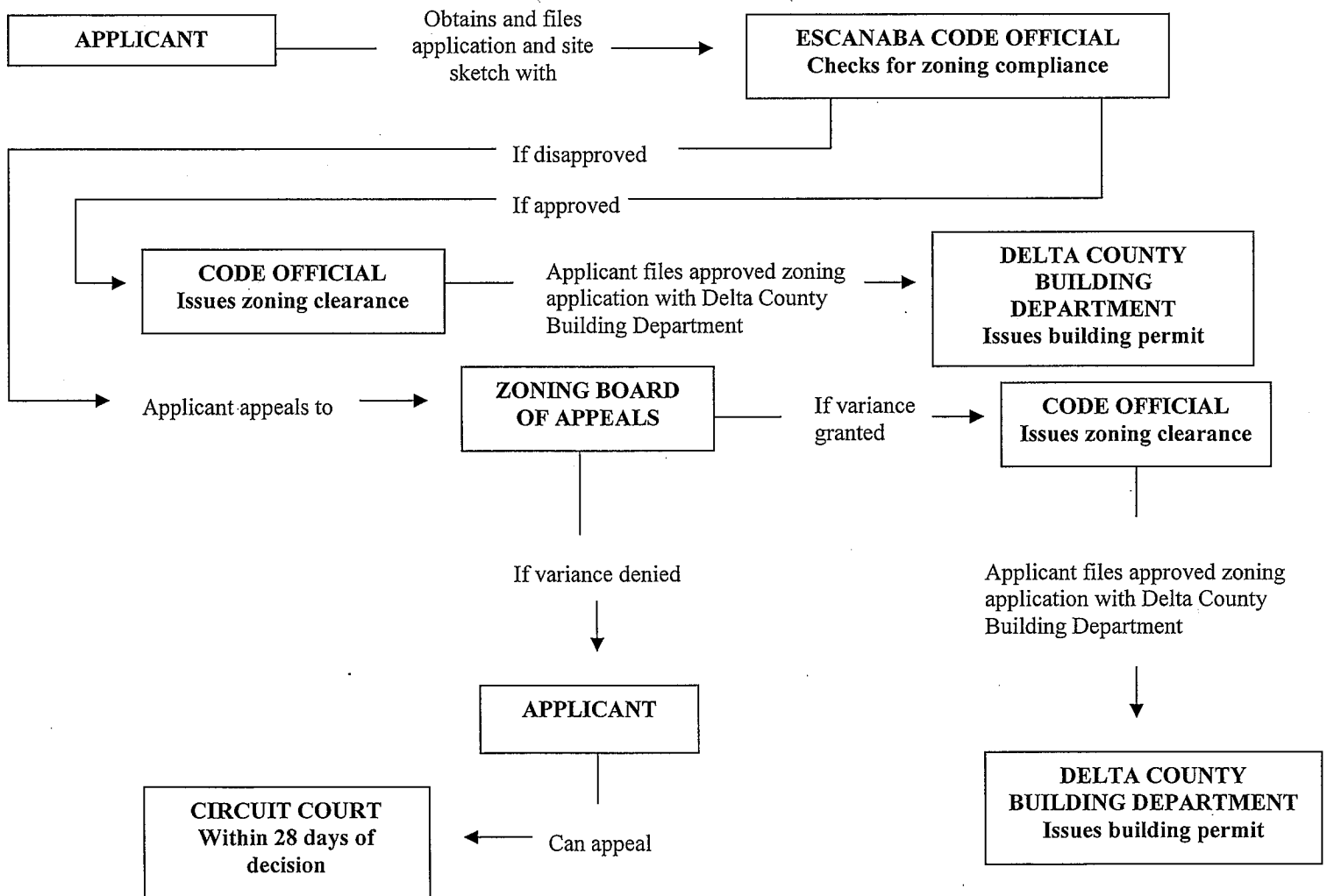
- A. Unless the land use permit states differently, a sketch plan expires after twelve (12) months from the date of granting such permit if the activity is not at least seventy-five percent (75%) completed, and after twenty-four (24) months if not one hundred percent (100%) completed. Completion percentages shall be determined in the sole discretion of the Code Official, subject to appeal to the Zoning Board of Appeals.
- B. Sketch plan shall automatically expire with the expiration of the land use permit.

Once you have completed an application for Zoning Land Use Approval along with a sketch drawing, please submit it to the City of Escanaba for review and approval (please use a separate page if necessary). The review process can take up to five (5) business days to complete. Questions should be directed to the Community Preservation Department at (906) 786-9402 or e-mail communitypreservation.org.

SKETCH PLAN REVIEW/APPROVAL DEVELOPMENT FLOWCHART
 (Reference Ordinance No. 1028, Zoning Ordinance, Chapter 18., Site and Sketch Plan Standards,
 Section 1809 Sketch Plan Diagram Requirements)

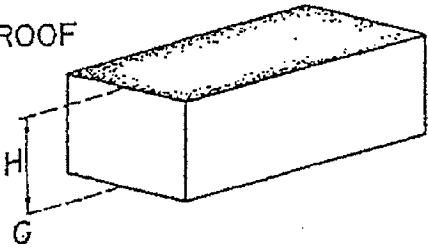
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- B. Building additions of twenty percent (20%) or less of the existing building not to exceed five thousand (5,000) square feet for buildings requiring site plan approval, provided that no more than four (4) additional parking spaces will be required or provided. Measurements shall be made based on gross floor area of the ground floor area.
- C. Building additions up to five thousand (5,000) square feet that do not modify any other site characteristics such as parking, traffic circulation and drainage.
- D. Mobile home parks.
- E. All parking lots or additions thereto containing five (5) or more spaces.
- F. Garages, accessory structures over one hundred (100) square feet and similar uses.

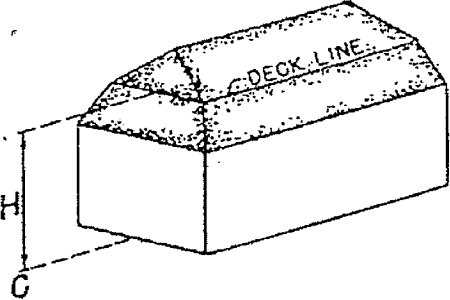


BUILDING HEIGHTS

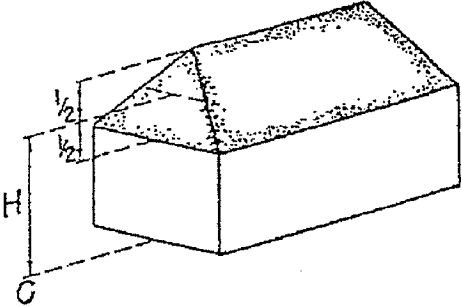
FLAT ROOF



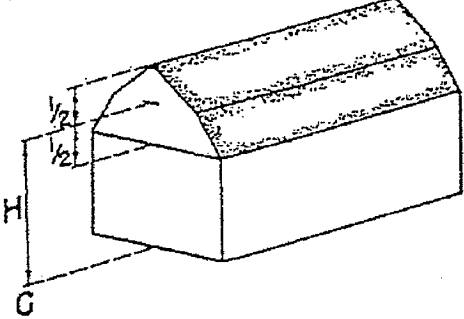
MANSARD ROOF



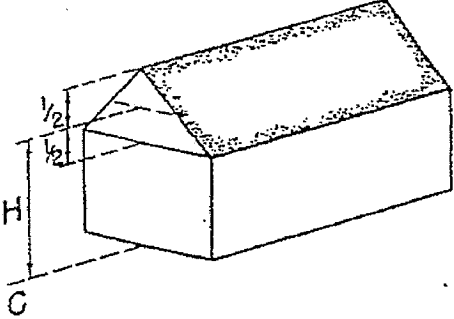
HIP ROOF



GAMBREL ROOF

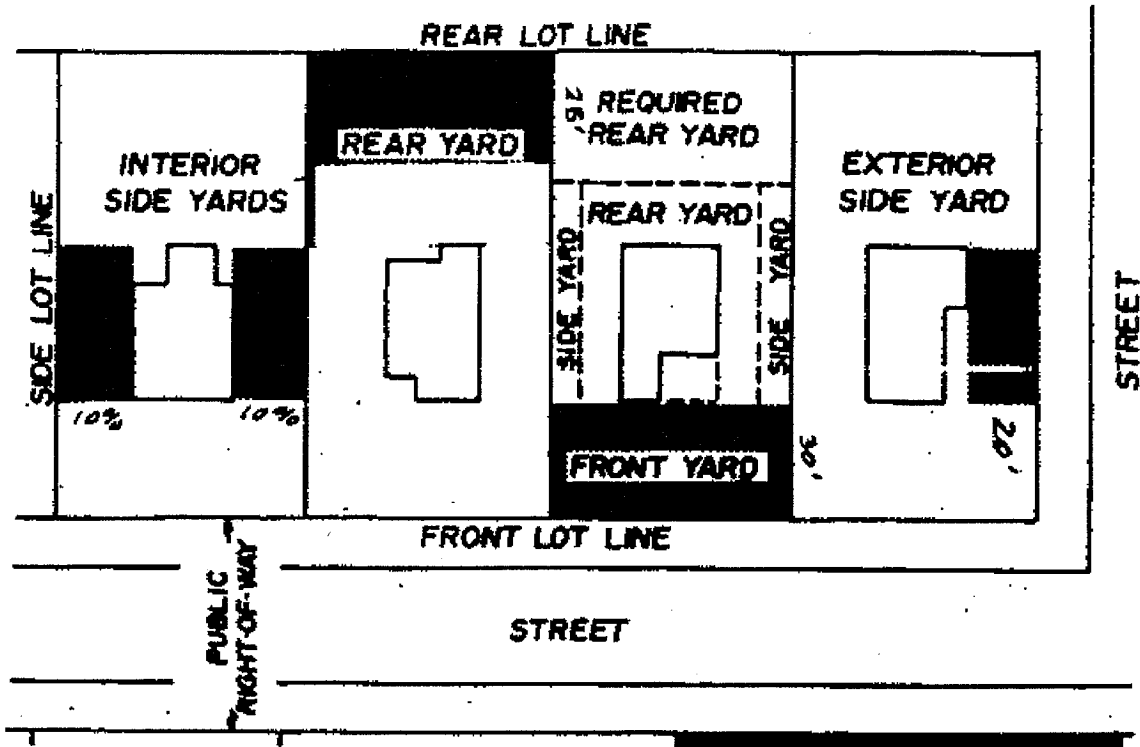


GABLE ROOF

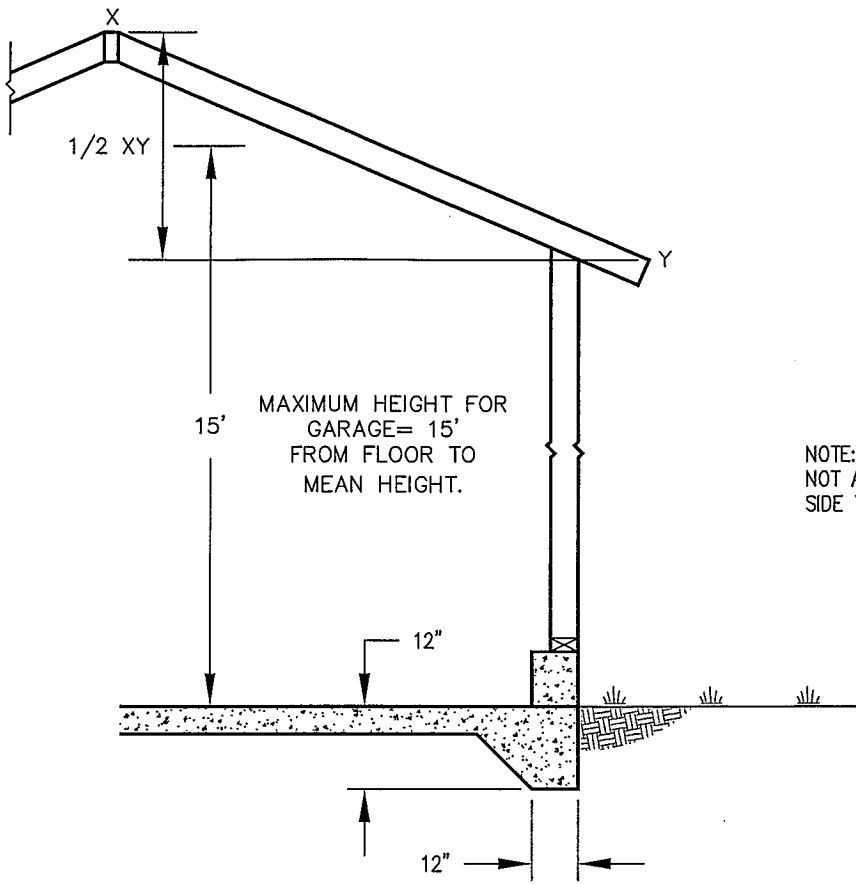


H=HEIGHT OF BUILDING
G=CURB LEVEL OR TENTATIVE CURB LEVEL GRADE

REQUIRED YARDS



L:\Engineering\TCF\CITY Housing\2003\garages\itg.DWG 06/08/2011 10:48:03 AM EDT

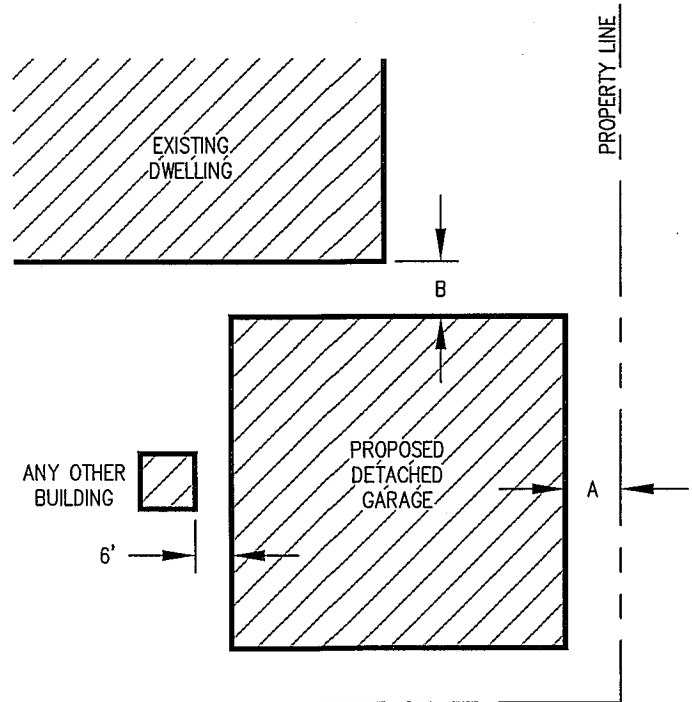


A= MINIMUM 5' FROM SIDE OR REAR LOT LINE.

A'= EXCEPT - 6' FROM ANY BUILDING ON NEIGHBOR PROPERTY.

B= MINIMUM 6' FROM DWELLING OR TREATED AS ATTACHED GARAGE.

NOTE:
NOT ALLOWED IN FRONT YARD OR SIDE YARD ADJACENT TO SIDE STREET.



STANDARD SITTING SPECIFICATIONS FOR DETACHED RESIDENTIAL GARAGE* GARAGES

CITY OF ESCANABA

P.O. BOX 948 ESCANABA, MI 49829 (906) 786-9402



DATE: 06/2011

SCALE: N/A

DRWG. NO.: GARSIT

AUTHORITY: P.A. 230 OF 1972, AS AMENDED
 COMPLETION: MANDATORY TO OBTAIN PERMIT
 PENALTY: PERMIT WILL NOT BE ISSUED

THE **Delta Co. Zoning - Building Dept.** WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

IMPORTANT - Applicant to complete all items in sections: I, II, III, IV, and IX.

I. LOCATION OF BUILDING

AT (LOCATION) _____ (NO.) _____ (STREET) _____ ZONING DISTRICT _____

BETWEEN _____ (CROSS STREET) _____ AND _____ (CROSS STREET) _____

SUBDIVISION _____ LOT _____ BLOCK _____ LOT SIZE _____

11. TYPE AND COST OF BUILDING - A// applicants complete Parts A - D

<p>A. TYPE OF IMPROVEMENT</p> <p>1 <input type="checkbox"/> New building</p> <p>2 <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13)</p> <p>3 <input type="checkbox"/> Alteration (See 2 above)</p> <p>4 <input type="checkbox"/> Repair, replacement</p> <p>5 <input type="checkbox"/> Wrecking (If multifamily residential, enter number of units in building in Part D, 13)</p> <p>6 <input type="checkbox"/> Moving (relocation)</p> <p>7 <input type="checkbox"/> Foundation only</p>	<p>D. PROPOSED USE - For "Wrecking" most recent use</p> <table border="0"> <tr> <td> <p>Residential</p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units → _____</p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units - → _____</p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p> </td> <td> <p>Nonresidential</p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p> </td> </tr> </table>	<p>Residential</p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units → _____</p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units - → _____</p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p>	<p>Nonresidential</p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p>
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<p>B. OWNERSHIP</p> <p>8 <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)</p> <p>9 <input type="checkbox"/> Public (Federal, State, or local government)</p>			

<p>C. COST</p> <p>10. Cost of improvement</p> <p><i>To be installed but not included in the above cost</i></p> <p>a. Electrical</p> <p>b. Plumbing</p> <p>c. Heating, air conditioning</p> <p>d. Other (elevator, etc.)</p> <p>11. TOTAL COST OF IMPROVEMENT \$ _____</p>	<p>(Omit cents)</p> <p>\$ _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Nonresidential - Describe in detail proposed use of buildings, e. g., food processing plant, machine shop, laundry building at hospital, elementary School, secondary school, college, parochial school, parking garage for, department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.</p> <p>_____</p> <p>_____</p> <p>_____</p>
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III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others skip to IV.

<p>E. PRINCIPAL TYPE OF FRAME</p> <p>30 <input type="checkbox"/> Masonry (wall bearing)</p> <p>31 <input type="checkbox"/> Wood frame</p> <p>32 <input type="checkbox"/> Structural steel</p> <p>33 <input type="checkbox"/> Reinforced concrete</p> <p>34 <input type="checkbox"/> Other - Specify _____</p>	<p>G. TYPE OF SEWAGE DISPOSAL</p> <p>40 <input type="checkbox"/> Public or private company</p> <p>41 <input type="checkbox"/> Private (septic tank, etc.)</p> <p>H. TYPE OF WATER SUPPLY</p> <p>42 <input type="checkbox"/> Public or private company</p> <p>43 <input type="checkbox"/> Private (well, cistern)</p>	<p>J. DIMENSIONS</p> <p>48. Number of stories _____</p> <p>49. Total square feet of floor area, all floors, based on exterior dimensions _____</p> <p>50. Total land area, sq. ft. _____</p> <p>K. NUMBER OF OFF-STREET PARKING SPACES</p> <p>51. Enclosed _____</p> <p>52. Outdoors _____</p>
<p>F. PRINCIPAL TYPE OF HEATING FUEL</p> <p>35 <input type="checkbox"/> Gas</p> <p>36 <input type="checkbox"/> Oil</p> <p>37 <input type="checkbox"/> Electricity</p> <p>38 <input type="checkbox"/> Coal</p> <p>39 <input type="checkbox"/> Other - Specify _____</p>	<p>1. TYPE OF MECHANICAL</p> <p>Will there be central air conditioning?</p> <p>44 <input type="checkbox"/> Yes 45 <input type="checkbox"/> No</p> <p>Will there be an elevator?</p> <p>46 <input type="checkbox"/> Yes 47 <input type="checkbox"/> No</p>	<p>L. RESIDENTIAL BUILDINGS ONLY</p> <p>53. Number of bedrooms _____</p> <p>54. Number of bathrooms _____</p> <p style="text-align: right;">Full Partial</p>

IV. IDENTIFICATION - TO be completed by all applicants

Name		Mailing address - Number, street, city, and State	ZIP code	Tel. No.
1. Owner or Lessee				
2. Contractor			Builder's License No.	
3. Architect or Engineer				

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 authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of applicant	Address	Application date
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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 subjected to civil fines.

V. PLAN REVIEW RECORD - For office use

Plans Review Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
BUILDING		\$					
PLUMBING		\$					
MECHANICAL		\$					
ELECTRICAL		\$					
OTHER _____		\$					

VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS

Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
BOILER					PLUMBING				
CURB OR SIDEWALK CUT					ROOFING				
ELEVATOR					SEWER				
ELECTRICAL					SIGN OR BILLBOARD				
FURNACE					STREET GRADES				
GRADING					USE OF PUBLIC AREAS				
OIL BURNER					WRECKING				
OTHER _____					OTHER _____				

VII. VALIDATION

Building Permit number _____ Building Permit issued _____ Building Permit Fee \$ _____ Certificate of Occupancy \$ _____ Drain Tile \$ _____ Plan Review Fee \$ _____	<p style="text-align: center;"><u>FOR DEPARTMENT USE ONLY</u></p> Use Group _____ Fire Grading _____ Live Loading _____ Occupancy Load _____
Approved by: _____ _____ TITLE	

VIII. ZONING PLAN EXAMINERS NOTES	
DISTRICT	
USE	
FRONT YARD	
SIDE YARD	SIDE YARD
REAR YARD	
NOTES	

IX. SITE OR PLOT PLAN – *For Applicant Use*

A large grid area for drawing a site or plot plan. A north arrow symbol is located on the right side of the grid.

FEE SCHEDULE



PROCESS	NON-REFUNDABLE DEPOSIT/FEE (\$)
Appeal of Administrative Decision (Flat Fee) on Zoning Ordinance	\$200.00
Preliminary and Final Plat - Subdivision	\$200.00
Request for Extension of Approval - Subdivision - Planned Commercial Development District - Special Planned District	\$150.00
*Replat	\$200.00
Rezoning	\$200.00
<p>Site Plan Review:</p> <ul style="list-style-type: none"> • Any request for a land use permit, land clearing, or building permit (other than for single, two - family, three - family, or four). • All multi - family buildings containing five (5) or more dwelling units. • Building conversions from a commercial use to any other use on Ludington Street between Lincoln Road and 2nd Street. • All principal nonresidential buildings or structures permitted in any residential district. • Communication towers. • All commercial buildings over 5,000 square feet or more. • All industrial buildings and uses. • All Special Land Use requests. • All Residential Planned - Unit Developments. • All Planned Commercial Developments. • All Special Planned District Developments. • Site Condominium Development 	\$200.00
<p>Sketch Plan Review:</p> <ul style="list-style-type: none"> • Construction, alteration, or addition of/to a single family, two-family or multiple family dwelling with three (3) to four (4) residential dwelling or accessory structures. • Building additions of twenty percent (20%) or less of the existing building not to exceed five thousand (5,000) square feet for buildings requiring site plan approval, provided that no more than four additional parking spaces will be required or provided. Measurements shall be made based on gross floor area of the ground floor area. • Building additions up to 5,000 square feet that do not modify any other site characteristics such as parking, traffic circulation, and drainage. • Mobile Home parks. • All parking lots or additions thereto containing five (5) or more spaces. 	\$25.00
Demolition Permit (Residential)	\$25.00
Demolition Permit (Non-residential)	\$25.00
Fence Permit	\$25.00
Sign Permit	\$25.00
Sign Permit – Special Land Use	\$200.00
Variance – Zoning Board of Appeals	\$200.00
Special Land Use Permits	\$200.00
Excavation Permits	\$10.00



NEWS BULLETIN

CITY OF ESCANABA UPDATES SMOKE ALARM ORDINANCE

On June 17, 2004, the City of Escanaba City Council approved Ordinance 1040, an Ordinance to amend Ordinance 907, the Property Maintenance Code, Section 705.0 Fire Protection Systems, Paragraphs PM-705.5 Smoke Detectors and PM-705.5.2 Power Source.

Effective August 1, 2004, all residential dwelling units within the Escanaba City limits will be required to have smoke alarms with either a non-tamperproof ten-year non-replaceable Lithium power cell or single or multiple station direct wired smoke alarms. Smoke alarms must be installed in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the sleeping room, each additional story of dwelling, including basement and cellars, at the top of the first to second floor stairway, and at the bottom of the basement stairway. Additionally, when the valuation of an electrical alteration or repair to a dwelling or dwelling unit exceeds \$1,000.00 and an electrical permit is required, or when one or more sleeping rooms are added or created in an existing dwelling or dwelling unit, smoke detectors must be installed as in accordance with the latest edition of the Building Code for new construction. The date of alarm installation must be clearly marked on all smoke alarm units.

This bulletin is being provided to all vendors who may need to order the required smoke detectors to meet their customer demand.

Questions concerning smoke detectors in Escanaba should be directed to the Community Preservation Department, 786-9402.

Mission Statement:



Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.

The City of Escanaba is an equal opportunity employer and provider.

**CITY OF ESCANABA
ELECTRIC DEPARTMENT**

**ELECTRICAL NEEDS FOR NEW COMMERCIAL CONSTRUCTION
(To be filed with Zoning Land Use application)**

Please fill in the following information:

Owner name: _____

Owner address: _____

Owner phone number: _____

Owner e-mail address: _____

Contractor/Developer name: _____

Contractor/Developer address: _____

Contractor/Developer phone number: _____

Contractor/Developer e-mail address: _____

Address of building: _____

Lot size: _____

What voltage will be needed: _____

What amperage will be provided: _____

Will it be a 1 or 3 phase service: _____

What is the proposed meter/service entrance location: _____ (*)

What is the proposed transformer location (only applicable if a new transformer is needed):

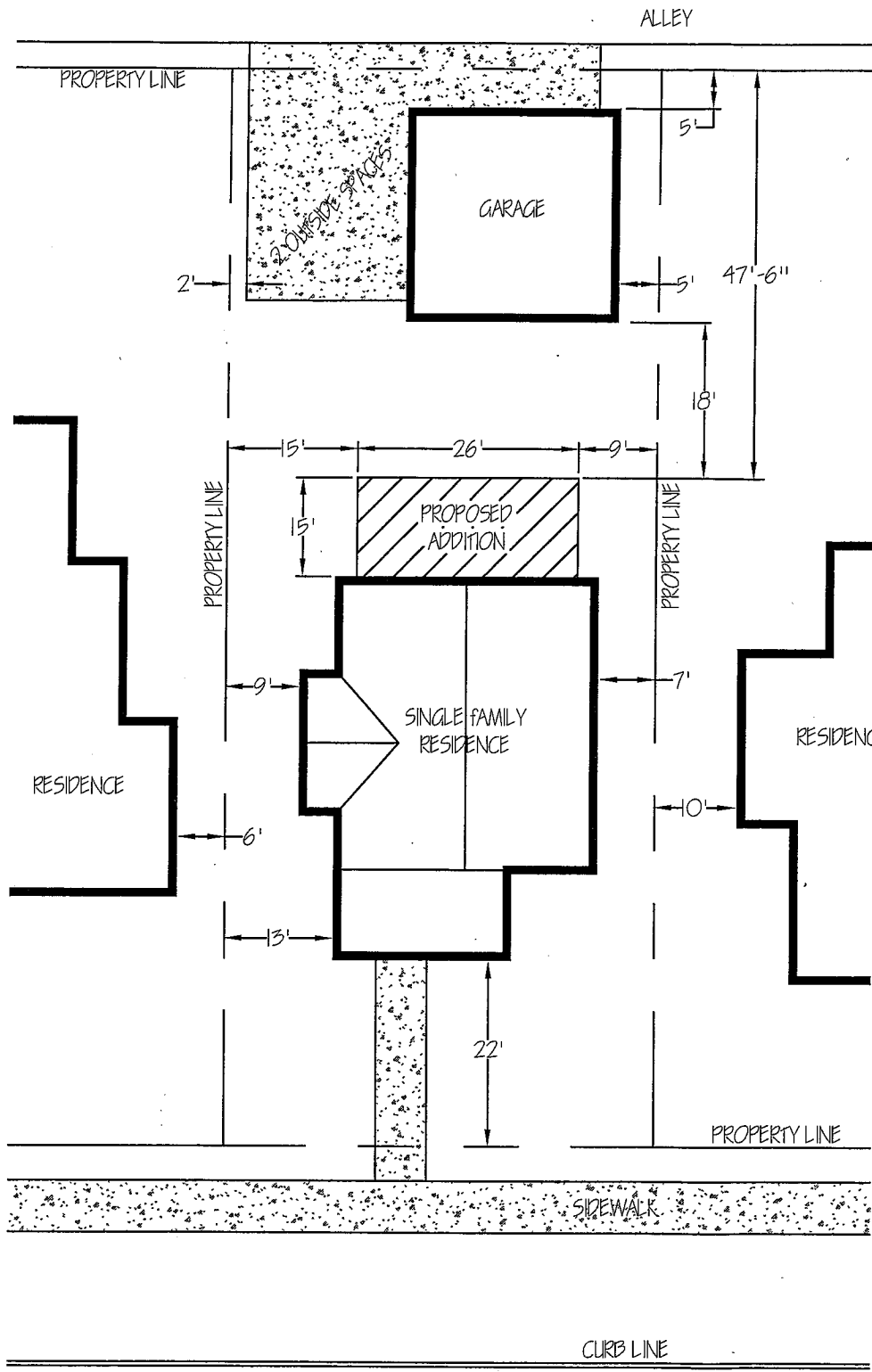
What is the anticipated winter peak demand: _____

What is the anticipated summer peak demand: _____

Contractor/Developer/Owner Signature: _____

Date: _____

(*) All electrical services must be underground



D:\CITY\Housing\2003\Site\Diagram.dwg 11/05/2003 10:19:41 AM EST

Standard Site Diagram (Sample)

CITY OF ESCANABA

410 LUDINGTON ST. ESCANABA, MICH. 49829 (906) 786-9402



DATE:
11/2003

SCALE:
As-Shown

DRWG. NO.:
NA