

## **AIRPORT ZONING PERMIT APPLICATIONS TUSCOLA COUNTY**

Permit applications may be downloaded from the material below or are available from any participating municipality zoning administrator or from the Tuscola County Airport Ordinance Administrator.

Contact your participating municipality for filing requirements.

The following municipalities have adopted the Airport Zoning Ordinance and their zoning administrator is the required agency for the issuance of an Airport Zoning Permit. Applications for all other municipalities must be made to the Airport Ordinance Default Administrator.

Participating Municipalities

**AT THE PRESENT TIME, NO MUNICIPALITIES ARE ADMINISTRATING THE ORDINANCE.**

Default Administrator:

Required Documents.

- 2 Copies of approved land use permit
- 2 Copies of any FAA and/or MAC documents
- 2 Copies of the site plan (see Section 4.2 B of the ordinance for details)
- Completed application
- Application fee

All applications to the default administrator must be accompanied by a check for \$35.00 made out to the Tuscola County Treasurer and labeled "Airport Zoning Permit".

Please mail the required documents to:

Tuscola Area Airport Zoning Administrator  
ATT: Ione K. Vyse  
3741 Wilder Road  
Vassar, MI 48768

or call 989-245-3481 for an appointment.

**DO I NEED AN AIRPORT PERMIT?**

**If height of structure is twenty-five (25) feet above ground level or less, no permit is required.**  
**If height of structure is greater than five hundred (500) feet above ground level, a variance is required.**

(Yes or No) Proposed structure will be compliant with Sec. 3.6 of the Tuscola Area Airport Zoning Ordinance. \_\_\_\_\_

**If no, a permit CAN NOT be issued, VARIANCE IS REQUIRED.**

**If also in zones 1-5, proposed structure is compliant with zone use guidelines detailed in the ordinance.**

(Yes or No) An FAA permit or determination of no hazard has been issued. \_\_\_\_\_

**Required if proposed height is greater than two hundred (200) feet above ground level.**

Zone location of proposed structure. \_\_\_\_\_

(See map 1 page I of ordinance) Also check for zones 1-5 Page III, special conditions exist.

1. Elevation of land at structure site. \_\_\_\_\_
2. Enter Permit Threshold for the zone indicated above from chart below \_\_\_\_\_
3. Add lines 1 and 2 \_\_\_\_\_
4. Airport elevation. \_\_\_\_\_ 701
5. Enter Permit Threshold for the zone indicated above from chart below \_\_\_\_\_
6. Add lines 4 and 5. \_\_\_\_\_
7. Enter the smaller of lines 3 and 6. \_\_\_\_\_
8. Total elevation of proposed structure. (Land elevation plus height of structure) \_\_\_\_\_
9. Compare the values on lines 7 and 8. If line 8 is less than line 7, no permit is required.  
 If line 8 is greater than or equal to line 7, a permit or variance is required. \_\_\_\_\_

CHART 1 : PERMIT THRESHOLDS	
Zone A but not 1-5	35 feet
Zones 1-5	25 feet
Zone B	125 feet
Zone C	25 feet
Zone D	25 feet
Zone E	499 feet

**APPLICATION FOR AIRPORT ZONING PERMIT**  
**Tuscola County Airport Zoning Ordinance**

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**Sections 1-6 To Be Completed by Applicant**

Failure to provide complete information may result in a delay of review or denial of a permit.  
If an FAA for 7460-1, Notice of Proposed Construction or Alteration, has been submitted for review, include a copy of that application and/or response letter from the FAA with this application along with any other supporting documentation.

**1. Contact Information**

Applicant Information	Engineer/Architect Information
Name_____	Name_____
Contact_____	Contact_____
Address_____	Address_____
City/State/ Zip_____	City/State/Zip_____
Phone_____	Phone_____

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**2. Structure Information**

Type of Construction	Elevations		
___New Construction	___Alteration	Ground Elevation	_____(MSL)
___Permanents	___Temporary	Height of Structure +	_____(AGL)
		Top Elevation	_____(MSL)

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Description & Use of Structure (dimensions, type of construction, purpose, etc)

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**3. Site Information**

Site Address:_____	Township_____	Section_____
City/State/Zip_____	Latitude_____	
Nearest Road Intersection_____	Longitude_____	

**4. DRAWING INFORMATION**

Request will not be considered without an engineered drawing/site plan set which illustrates the following:

- \_\_\_ Drawing identification (file name or # and date)
- \_\_\_ Scale
- \_\_\_ Site Map
- \_\_\_ Engineers Seal
- \_\_\_ Contact Information
- \_\_\_ Profile view of Structure

**5. REMARKS (Information which might have value in making determination)**

**6. Certification**

I hereby certify that all statements on this application are true and correct.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name and Title of Person Filing Application: \_\_\_\_\_ PH \_\_\_\_\_

**FOR INTERNAL USE ONLY**  
Airport Ordinance Administrator Review

Date Received \_\_\_\_\_ Site Location: Zone \_\_\_\_\_ Amount of Fee Attached \$ \_\_\_\_\_

Elevation Information	Ground elevation at site	_____
	Height of Structure	_____
	Top Elevation	_____
	Allowable Elevation	_____

FAA Form 7460-1	Form Required	___ Yes	___ No
	Date Submitted to FAA	_____	
	Date of Response from FAA	_____	
	Response from FAA	___ Approved	___ Denied
	FAA Comments	_____	

Permit No: \_\_\_\_\_ Date Approved \_\_\_\_\_ Date Denied \_\_\_\_\_

Comments or restrictions:

\_\_\_\_\_  
Tuscola Airport Ordinance Administrator - Signature

\_\_\_\_\_  
Tuscola Airport Ordinance Administrator - Print or Type

**VARIANCE APPLICATION  
TO THE TUSCOLA COUNTY AIRPORT ZONING BOARD OF APPEALS**

Tuscola County Airport Zoning Board of Appeals  
125 W. Lincoln St.  
Caro, MI 48723  
(989) 672-3700

Please notify the Zoning Administrator issuing the denial of permit of your intent to file for a variance. This will ensure that all necessary documents will be forwarded to the Board of Appeals for prompt consideration. Failure to do so may result in unnecessary delays.

**ALL INFORMATION REQUESTED IN ITEM I THRU V MUST BE PROVIDED!**

I. Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

Represented by: \_\_\_\_\_ Phone: \_\_\_\_\_

Property owner: \_\_\_\_\_

Address: \_\_\_\_\_

II. Address of Property for variance: \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_

III. A. Article(s) and Section(s) of the Ordinance from which variance relief is sought:

\_\_\_\_\_

B. State the reason for the appeal (What are you trying to do and why?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional sheets as necessary)

C. Please state the revised conditions you are seeking or to which you would agree to replace the standards from which you are seeking a variance:

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IV. An airspace determination issued pursuant to 14 CFR PART 77 and the Michigan Tall Structure Act, a copy of FAA Form 7460-1, and a sketch of the property, must be included with this application. Applications without this information will not be accepted.

V. APPLICANTS FOR A VARIANCE MUST DEMONSTRATE THAT:

1. The proposed variance involves practical difficulties or would result in unnecessary hardship;
- AND
2. The proposed variance would protect the aerial approaches of the Tuscola Area Airport; and
  3. The proposed variance would not destroy or impair the utility of the Tuscola Area Airport; and
  4. The proposed variance would do substantial justice and be in accordance with The Tuscola Area Airport Zoning Ordinance.
  5. The requested variance would not be contrary to:
    - A. The public interest and safety of the public; nor to
    - B. The public interest and safety of the users of the Tuscola Area Airport; nor to
    - C. The public interest and safety of occupants of land in the vicinity of the Tuscola Area Airport; nor to
    - D. Any zoning ordinance or regulation of any political subdivision applicable to the same area.

Indicate your response to the items stated above:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

(Attach additional sheets as necessary)

I understand that additional information or studies may be required and if so, the acquisition and provisions of this information will be at my expense.

I also attest that all information stated is true to the best of my knowledge, information and belief.

Finally, I recognize that any variance approved by the Board of Appeals is not effective for a thirty (30) day period following the date of issuance.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
For internal use only

Variance denied \_\_\_\_\_

Variance granted under conditions below \_\_\_\_\_

Conditions imposed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vote results: Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Date of Decision: \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Tuscola Area Airport Zoning Board of Appeals

\_\_\_\_\_  
Secretary, Tuscola Area Airport Zoning Board of Appeals

Copies of this form, in its entirety, to be filed with the applicant, the Tuscola County Planning Commission, the township of record, and the Michigan Aeronautics Commission.