

Norway Area Permit Application

Application is for (circle one): City or Township
Date:
Property Tax Id (Ex: 22053-XXX-XXX-XX):
Applicant Name:
Street/Box:
City:
State/Zip:
Daytime Phone:
Applicant's Interest in Property:
Subject Property Address:
Current Zoning District:
Current Use of Property:

Application/Permit Type—See page 3 for info needed with permits

<input type="checkbox"/> Class A Non-Conforming Designation (\$150)	<input type="checkbox"/> Rezoning (Zoning Map Amendment) (\$150)
<input type="checkbox"/> Conditional Use Permit (\$150)	<input type="checkbox"/> Sign Permit (\$20)
<input type="checkbox"/> Fence Permit (\$20)	<input type="checkbox"/> Zoning Text Amendment (\$250)
<input type="checkbox"/> Commercial Site Plan Review (\$50)	<input type="checkbox"/> Zoning Compliance Permit (\$20)
Home Occupation:	<input type="checkbox"/> Planned Unit Development (\$300)
<input type="checkbox"/> Class I-Standard Zoning Compliance Permit (\$20)	<input type="checkbox"/> Planned Unit Development Revisions (\$150)
<input type="checkbox"/> Class II-Conditional Use Permit (\$150)	

*****Notice: Fine for not getting permit= 3x's permit fee*****

I grant the Zoning Administrator permission to inspect the site and/or take photographs prior to the hearing date.

Owner/Applicant Signature	Date:
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Official Action:	
Approved:	Denied:
Remarks:	
Approval Signature:	Date Approved:

For Administration Use Only	
File#:	Date Received:
Fee amount paid: \$	Date Paid:

Final Site Plan Follow Up	
Administration Approval Signature:	Date:
Building Inspector Approval Signature:	Date:

Site Plan



Refer to the City's [Official Zoning Map](#) to find the zoning area to which your proposed construction site is assigned. You can also visit City Hall to view a large print version of our map.

View our area's [GIS Land and Property Tax Information](#). *Keep in mind that property tax and assessment inquiries go to Jim Waisanen (our City's Assessor) and **not** to Bill Borga.

See [Administrative Fees](#) to find all costs associated with the permits you need for your project.

Zoning and Permits

In order to complete certain projects in the City of Norway, you must have a zoning permit. These permits can be obtained at City Hall, or by clicking on the 'Zoning Compliance Permit Application' link below.

Please call City Hall at 906-563-9961, extension, to make inquiries regarding permits.

This table shows whether you need a permit from the City of Norway and/or from Dickinson County to carry out the project you are planning.

I want to build a...	Do I need a Permit from the City? (Cost is \$20.00)	Do I need a permit from the County?
new home.	Yes.	Yes.
new addition.	Yes.	Yes.
car port.	Yes.	Yes.
garage.	Yes.	Yes.
pool above / in ground.	Yes.	Depends on depth.
fence.	Yes.	No.
deck or porch.	Yes.	Yes.
shed.	Yes.	Depends on size.

Here's how to proceed with your planning.

Step 1:

Pick up or download and print the Zoning Compliance Permit Application, fill it out, and drop it off at City Hall **eight to ten (8 - 10) days** before you need action by the zoning administrator.

Step 2:

Acquire any needed building permits from the Dickinson County Construction Code Commission in Iron Mountain. Call their office at 906-774-4885.

Step 3:

If you are told that your application materials entail a variance, pick up or download and print the Norway Area Zoning Board of Appeals Application (or 'Variance Form'). Return the completed version to Norway City Hall.

Please note: Both the City and Township of Norway abide by the Norway Area Zoning Ordinance.

Attachments Required:

- I. **Site Plan is required for ALL applications and must comply with Sections 1103 or 1104. Use separate sheet.**
 - A. A legal description of the subject property.
 - B. Show all existing and proposed buildings; label proposed buildings and dimensions.
 - C. Identify use of each building.
 - D. All lot lines and label lot dimensions.
 - E. Label distances to lot lines, water bodies, and other structures.
 - F. Show all roads and easements.
 - G. Show natural features affecting development (rock, water, etc.).
 - H. Show parking spaces, signage (size and location) and any other applicable man-made features.
 - I. Show well and septic locations.
 - J. Indicate north arrow and draw site plan to scale.
- II. **Additional Information Required for Specific Permit (Attach on separate sheet):**
 - A. Class A Non-Conforming Designation-See Article VII (Public Hearing with NAPC)
 1. Date current use was established (list supporting documents if any).
 2. In what way is the property non-conforming?
 3. What alterations or expansions are proposed?
 - B. Conditional Use Permit-See Article XIII (Public Hearing with NAPC)
 1. Proposed use.
 - C. Fence Permit-See Article IX
 1. Proposed fence height.
 2. Proposed use/type of fence.
 3. Fence style/construction.
 - D. Home Occupation-See Section 415
 1. Proposed home occupation, Class I or Class II, need to specify.
 - a. Class I- Zoning Compliance Permit
 - b. Class II- Conditional Use Permit (Article XIII)
 - E. Rezoning (Zoning Map Amendment)-See Article XVI (Public Hearing with NAPC, and Council)
 1. Parcel size; if more than one parcel is involved, or more than one zoning district is involved, the applicant must attach an accurate, scaled map showing each parcel and their current and proposed zoning districts.
 2. Proposed zoning district.
 3. Reason the proposed rezoning is requested.
 - F. Sign Permit-See Article X
 1. Business to which sign belongs or relates.
 2. Total display area in square feet.
 3. Proposed setback from right-of-way.
 4. Sign type and purpose.
 5. Sign height.
 6. Drawing of proposed sign indicating proposed copy or message.
 - G. Zoning Text Amendment-See Article XVI (Public Hearing with NAPC and Council)
 1. Current language
 2. Proposed language
 3. Rationale for changes
 - H. Zoning Compliance Permit-See Section 1406
 1. Proposed use of structure and/or land.
 - I. Planned Unit Development—See Article V
 1. Preliminary Conference with NAPC
 2. Preliminary Application & Site Plan (section 505)
 3. Public Hearing with NAPC
 4. Final application (section 506)
 5. Public Hearing with NAPC
 6. PUD Conditional Use Permit (must be recorded with DC Register of Deeds)

*Additional information may be required at the discretion of the Zoning Administrator.

