

www.cityofmi.org kep@cityofmi.org 906-847-6190 PO Box 455 Mackinac Island, MI 49757

A. Proposed Construction:

_____ New Building xxxx Alteration/Addition to Existing Building

Other, Specify _____

B. Use of Existing and Proposed Structures and Land:

Existing Use (If Non-conforming, explain nature of use and non-conformity):

N/A

Proposed Use: N/A

C. If Vacant:

Previous Use: N/A

Proposed Use: N/A

STATE OF MICHIGAN)
COUNTY OF MACKINAC) ss.

AFFIDAVIT

The applicant agrees that the permit applied for, if granted, is issued on the representation made herein and that the permit issued may be revoked without further notice on any breach of representation or conditions.

The applicant further understands that any permit issued on this application will not grant any right of privilege to erect any structure or to use any premises described for any purposes or in any manner prohibited by the Zoning Ordinance, or by other codes or ordinances or regulations of the City of Mackinac Island.

The Applicant further agrees to furnish evidence of the following before a permit will be granted:

- A. Proof of ownership of the property; and/or other evidence establishing legal status to use the land in the manner indicated on the application.
- B. Proof that all required federal, state, county, and city licenses or permits have been either applied for or acquired.
- C. Other information with respect to the proposed structure, use, lot and adjoining property as may be required by the Zoning Administrator in accord with provisions of the Mackinac Island Zoning Ordinance.

The Applicant further agrees to notify the Zoning Administrator when construction reaches the stage of inspection stated on the permit, if granted. Upon completion of construction to the structure(s) or land the Zoning Administrator shall inspect the premises for compliance with the Mackinac Island Zoning Ordinance and the terms of this permit. Upon determination of compliance, an occupancy permit may be issued. It is further understood that pursuant to the City of Mackinac Island Zoning Ordinance, No. 479 and amendments, adopted November 2013, unless a substantial start on the construction is made within one year, unless construction is completed within one and one-half years from the date of issuance of the permit, this permit shall come under review by the Planning Commission and may either be extended or revoked.

The undersigned affirms that he/she or they is (are) the applicant and the CONTRACTOR (specify: owner, Lessee, Architect/Engineer, Contractor or other type of interest) involved in the application and that the answers and statements herein attached are in all respects true and correct to the best of his, her or their knowledge and belief. The applicant hereby further affirms that he/she or they has read the foregoing and understands the same. If the applicant is other than the owner, then a notarized affidavit from the owner, giving the applicant permission to seek the requested zoning action on their behalf, shall also be submitted with this application.


Signature

SIGNATURES _____
Signature

JAMES A. REITMAN
Please Print Name

Please Print Name

Signed and sworn to before me on the 28th day of April, 2025.

LANA KAY ST. ONGE, Notary Public
Mackinac County, State of Michigan
My Commission Expires: 08-14-2027


Notary Public

Mackinac County, Michigan
My commission expires: 8-14-2027

FOR OFFICE USE ONLY

Zoning Permit Issued: _____

Inspection Record:

Inspection	Date	Inspector	Comments
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- 1.
- 2.
- 3.

Occupancy Permit Issued _____

Revised October 2023

OFFICE USE ONLY

FILE NUMBER: _____

FEE: _____

DATE: _____

CHECK NO: _____ INITIALS: _____

Revised October 2023

City of Mackinac Island

7358 Market Street
P.O. Box 455
Mackinac Island, MI 49757

Site Plan Review Checklist

Please Submit With The Application for Zoning Action

As a minimum, the following information shall be included on the site plan submitted for review and processing; more complex plans may require additional information as noted.

NOTE: The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the City of Mackinac Island Zoning Ordinance (Ord. No. 479, effective November 12, 2013), which can be obtained via the City's website at www.cityofmi.org.

Site plan review requirements are primarily found within Article 4, General Provisions, and Article 20, Site Plan Review of the City Zoning Ordinance. References are provided whenever possible for the section of the Zoning Ordinance that deals with a particular item. When in doubt, refer to the Zoning Ordinance directly for required information.

For further information, contact Mr. Dennis Dombroski, City Building Official/Zoning Administrator, at (906) 847-4035.

Optional Preliminary Plan Review Informational Requirements (Section 20.03)

<u>Item</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
1. Name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership	☒	☐
2. Legal description of the property	☒	☐
3. Sketch drawings showing tentative site plans, property boundaries, placement of structures on the site, and nature of development	☒	☐

**Site Plan Informational
Requirements (Section 20.04, B and C)**

<u>General Information</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
1. Name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership. For condominium subdivision project site plans, also include the name and address of the planner, design engineer or surveyor who designed the project layout and any interest he holds in the land.	☒	☐
2. Name and address of the individual or firm preparing the site plan	☒	☐
3. Scale of not greater than one 1 in = 20 ft for a development of not more than three acres and a scale of not less than 1 in = 100 ft for a development in excess of three acres	☐	☒
4. Legend, north arrow, scale, and date of preparation	☒	☐
5. Legal description of the subject parcel of land	☒	☐
6. Lot lines and general location together with dimensions, angles, and size correlated with the legal description of the property	☐	☒
7. Area of the subject parcel of land	☐	☒
8. Present zoning classification of the subject parcel	☒	☐
9. Written description of the proposed development operations	☒	☐
10. Written description of the effect, if any, upon adjoining lands and occupants, and any special features which are proposed to relieve any adverse effects to adjoining land and occupants	☐	☒
11. A freight hauling plan shall be shown to demonstrate how the materials, equipment, construction debris, and any trash will be transported to and from the property, what, if any motor vehicles may be needed for the project. (Applicant is responsible for ensuring frost laws do not delay necessary actions of this plan).	☒	☐

- | | | |
|---|-------------------------------------|--------------------------|
| 12. A construction staging plan shall be shown to demonstrate where and how materials, equipment, construction debris, trash, dumpsters and motor vehicles will be stored and secured during construction. This plan shall ensure the site is kept clean, show how construction debris and trash will be controlled, and how safety issues will be secured including any necessary fencing or barriers that will be needed. | ☒ | ☐ |
| 13. Proposed construction start date and estimated duration of construction. | ☒ | ☐ |
| 14. Other information pertinent to the proposed development, specifically required by the Zoning Ordinance, and/or as may be determined necessary by the City Planning Commission | ☒ | ☐ |

Natural Features

<u>Provided</u>	<u>Not Provided or Applicable</u>
-----------------	---------------------------------------

- | | | |
|---|--------------------------|-------------------------------------|
| 15. Location of natural features such as wood lots, streams, wetlands, unstable soils, bluff lines, rock outcroppings, and similar features (see also Section 4.26) | ☐ | ☒ |
| 16. Topography of the site with at least two- to five-foot contour intervals | ☐ | ☒ |
| 17. Proposed alterations to topography or other natural features | ☐ | ☒ |
| 18. Earth-change plans, if any, as required by state law | ☐ | ☒ |

Physical Features

<u>Provided</u>	<u>Not Provided or Applicable</u>
-----------------	---------------------------------------

- | | | |
|---|-------------------------------------|-------------------------------------|
| 19. Location of existing manmade features on the site and within 100 feet of the site | ☒ | ☐ |
| 20. Location of existing and proposed principal and accessory buildings, including proposed finished floor and grade line elevations, height of buildings, size of buildings (square footage of floor space), and the relationship of buildings to one another and to any existing structures on the site | ☐ | ☒ |
| 21. For multiple family residential development, a density schedule showing the number of dwelling units per acre, including a | ☐ | ☒ |

dwelling schedule showing the unit type and number of each such units

22. Existing and proposed streets, driveways, sidewalks and other bicycle or pedestrian circulation features	☒	☐
23. Location, size and number of on-site parking areas, service lanes, parking and delivery or loading areas (see also Section 4.16)	☐	☒
24. Location, use and size of open spaces together with landscaping, screening, fences, and walls (see also Section 4.09 and Section 4.21)	☐	☒
25. Description of Existing and proposed on-site lighting (see also Section 4.27)	☐	☒
<u>Utility Information</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
26. Written description of the potential demand for future community services, together with any special features which will assist in satisfying such demand	☐	☒
27. Proposed surface water drainage, sanitary sewage disposal, water supply and solid waste storage and disposal (see also Section 4.13)	☐	☒
28. Location of other existing and proposed utility services (i.e., propane tanks, electrical service, transformers) and utility easements (see also Section 4.13)	☒	☐
29. Written description and location of stormwater management system to be shown on a grading plan, including pre- and post-site development runoff calculations used for determination of stormwater management, and location and design (slope) of any retention/detention features (see also Section 4.	☐	☒

**Site Plan Informational (Demolition)
Requirements (Section 20.04, D)**

<u>Demolition</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
1. Site plan of property where demolition is going to take place. This plan shall include structure(s) being demolished, location of utilities, septic tanks, an itemized statement of valuation of demolition and restoration work to be performed, or other such items as may be required by the building official.	☐	☒
2. Copy of asbestos survey if required by EGLE or other state department.	☐	☒
3. Results of a pest inspection and, if necessary, a pest management plan.	☐	☒
4. Plans for restoring street frontage improvements (curb closure, sidewalk replacement, street patch, or other items as required by the building official). These items will not be required if building permits for redevelopment have been applied for or if redevelopment is planned within six months. In such case, the cash bond will be held until building permits for redevelopment are issued or improvements are complete. Completion shall not be deferred more than six months. Temporary erosion control and public protection shall be maintained during this time.	☐	☒
5. A written work schedule for the demolition project. Included in this may be, but are not limited to, street closures, building moving dates, right-of-way work, or other items as required by the building official.	☐	☒
6. Acknowledgment that if any unknown historic or archeological remains discovered while accomplishing the activity authorized by a permit granted by the City, all work must immediately stop and notification of what was discovered must be made by the applicant to the City as well as any other required offices. The City will initiate the Federal and state coordination required to determine if the remains warrant a recovery effort or if the site is eligible for listing in the National Register of Historic Places.	☒	☐

**Architectural Review
Informational Requirements (Section 18.05)**

<u>Item</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
1. Name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership	☐	☒
2. Legal description of the property	☐	☒
3. Drawings, sketches and plans showing the architectural exterior features, heights, appearance, color and texture of the materials of exterior construction and the placement of the structure on the lot, and any additional information determined necessary by the planning commission to determine compliance with the architectural standards (see also Section 18.06)	☐	☒
4. Photographs of existing site conditions, including site views, existing buildings on the site, streetscape views in all directions, and neighboring buildings within 150 feet of the site.	☐	☒

Site Plan Review Checklist

Information Requirements

1. James Reitman, Northern Waters Construction, W1999 Dukes Rd. Moran, MI 49760
2. East Harbor Condo Common Elements
3. Attachment A, "Site plans"

General Information

1. James Reitman, Northern Waters Construction, W1999 Dukes Rd. Moran, MI 49760
2. James Reitman, Northern Waters Construction, W1999 Dukes Rd. Moran, MI 49760
3. N/A
4. See Attachment A, "Site Plans"
5. East Harbor Condo Common Elements
6. N/A
7. N/A
8. Present zoning classification: R-3
9. Attachment B, "Description of work to be performed"
10. N/A
11. Attachment C, "Hauling, freight, trash disposal, staging"
12. Attachment C, "Hauling, freight, trash disposal, staging"
13. Begin 6/1/2025 – End date 7/15/2025
14. Attachment D, "Affidavits"

Natural Features

15. N/A
16. N/A
17. N/A
18. N/A

Physical Features

19. Attachment E, "Existing manmade features"
20. N/A
21. N/A
22. Attachment F, "Existing streets, sidewalks and other circulation features"
23. N/A
24. N/A
25. N/A

Utility Information

26. N/A
27. N/A
28. Attachment G, "Location of utility services"
29. N/A

Demolition

1. N/A
2. N/A
3. N/A
4. N/A
5. N/A
6. Attachment H, "Archeological and Historical acknowledgement"

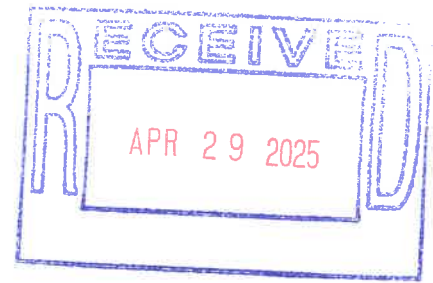
Architectural Review

1. N/A
2. N/A
3. N/A
4. N/A

Attachment A: Site Plans

Fence location is labeled in **RED** line

Gates are labeled in **GREEN** arrows



New fence will be in the same location as old fence, utilizing the same post holes

Date Prepared: 4/25/2025

Attachment B, Description of work to be performed

Client Information

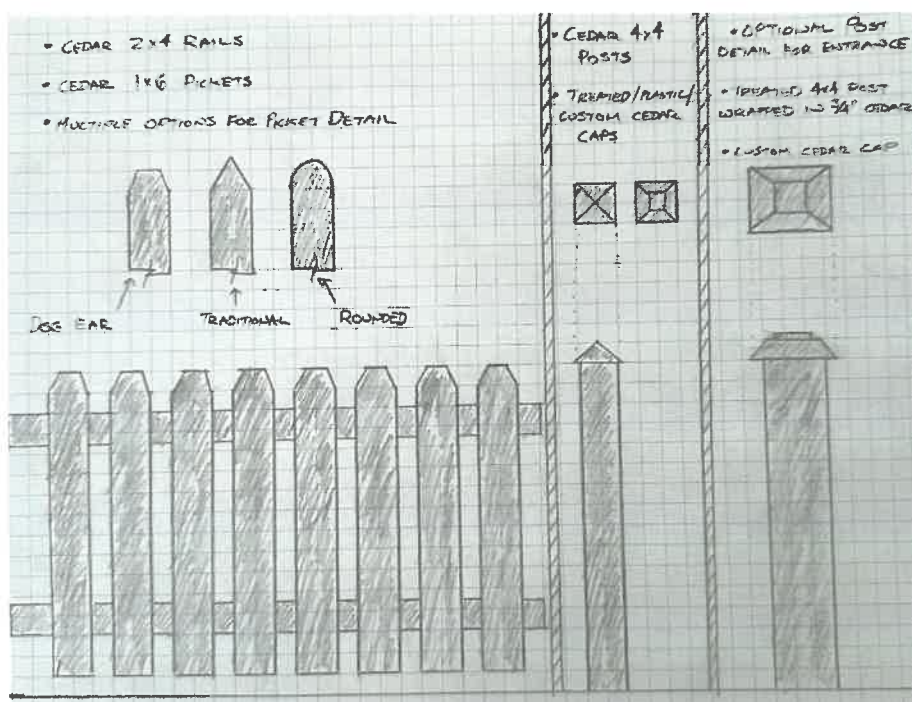
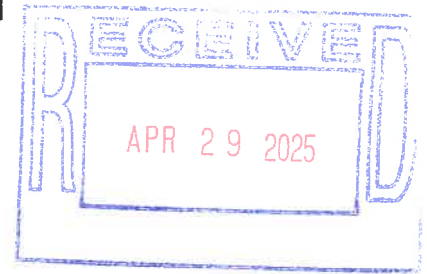
East Harbor Condo Association

6624 Main St. Mackinac Island, MI 49757

Scope of Work

Exterior Picket Fence, approximately 190 ft – Main St. frontage and west property line from Main St. to Ferry Ln

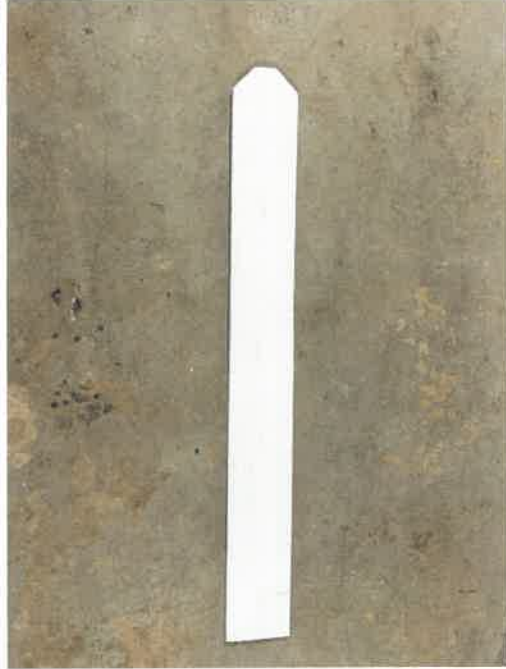
- Demo and dispose of existing picket fence
- Manufacture new fence components – pickets, rails, posts
 - o Pickets, rails, and posts – cedar products
 - o Dog-Ear style picket top
 - o Post caps – factory made treated pine, flat-top
 - o Pickets – 5.5 in width, 4 ft tall. 2 in spacing between pickets
- Install new fence in same location as old fence, utilizing same post holes
- Create a wider walkway entrance to accommodate for carts – approximately 4 ft width
- Entrance posts -boxed out with cedar trim, custom cedar flat-top caps
- Paint entire fence 2 coats with high-quality exterior latex paint – Benjamin Moore - color, white



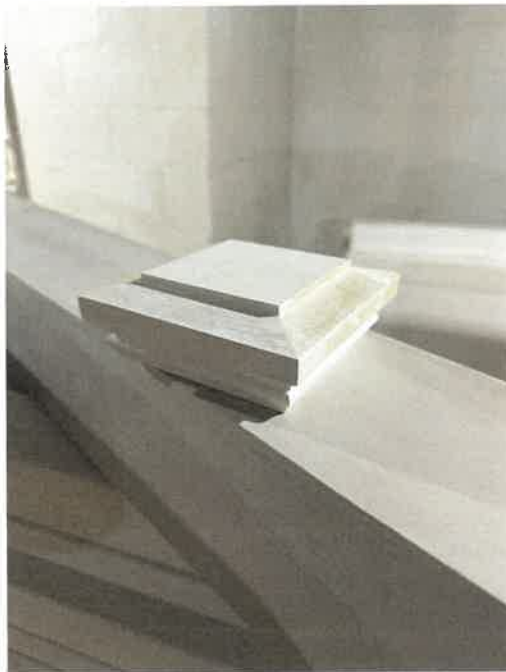
Attachment B, Description of work to be performed



Cedar, post cap for gates



Cedar, dog ear picket



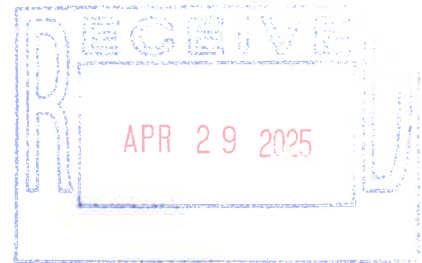
Treated post cap for posts

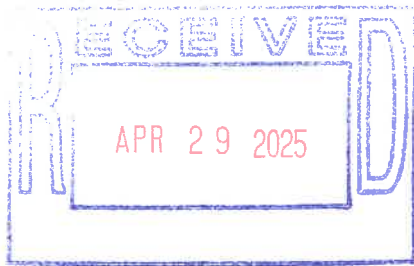


Cedar, wrapped gate posts

Attachment C, Freight, hauling, trash disposal and staging plan

- All materials and equipment will be shipped to Mackinac Island utilizing Arnold Freight Company boat service
- All materials and equipment will be transported to the jobsite utilizing Mackinac Island Carriage Tours dray service
- All materials and equipment will be stored on the jobsite until project completion
- Storage location will be at the back of the property, off street, and in as inconspicuous of a location as reasonably possible
- All materials and equipment will be organized neatly and covered with visqueen plastic until project completion
- Trash disposal will be executed in a timely manner utilizing Mackinac Island Carriage Tours "2-footer" trash wagons





AFFIDAVIT

STATE OF MICHIGAN
COUNTY OF MACKINAC

I, Dan R. Prevo, being of lawful age and sound mind, do hereby declare and affirm under penalty of perjury:

1. I am a resident and the legal owner of Unit 1 of the property located at 6624 Main St., Mackinac Island, MI, 49757. I am the President of the East Harbor Residents Association.
2. This affidavit is made to grant permission to my neighbor, David Hribar, residing at 6634 Main St., and their contractor, James Reitman of Northern Waters Construction, to access my property for the purpose of erecting a fence along the property line between our respective properties.
3. I hereby grant permission to David Hribar and their contractor to enter my property at 6624 Main St. for the limited purpose of performing work related to the construction, installation, or maintenance of a fence. This includes bringing necessary equipment, tools, and materials onto my property as reasonably required to complete the fence project.
4. This permission is effective from 05/01/2025 and shall remain in effect until completion of the fence project, unless otherwise revoked by me in writing.
5. All work shall be conducted in a professional manner, respecting my property and minimizing any damage or disruption. David Hribar and their contractor agree to restore any portion of my property affected by their work to its original condition, to the extent reasonably possible, upon completion of the project.
6. By granting this permission, I am not waiving any legal rights regarding the ownership of my property, the location of the property line, or any other property-related matters.
7. I make this affidavit voluntarily, without coercion or duress, and I understand the implications of granting this permission.

Signature.

Dan R. Prevo

Date:

Apr 14, 2025

NOTARY ACKNOWLEDGMENT

STATE OF Michigan
COUNTY OF Grand Traverse

On this 14th day of April, 2025, before me, a Notary Public in and for said County and State, personally appeared Dan R. Prevo, known to me (or satisfactorily proven) to be the person whose name is subscribed to the foregoing instrument, and acknowledged that they executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public:

My Commission Expires: 06/22/2029

Seal:

KERRY L. MCFARLANE
Notary Public - State of Michigan
County of Leelanau
My commission Expires 6/22/2029
Acting in the County of Grand Traverse

AFFIDAVIT

STATE OF MICHIGAN
COUNTY OF MACKINAC

I, David Hribar, being of lawful age and sound mind, do hereby declare and affirm under penalty of perjury:

1. I am a resident, and the legal owner of the property located at 6634 Main St., Mackinac Island, MI, 49757.
2. This affidavit is made to grant permission to my neighbor, Dan R. Prevo, residing at 6624 Main St., and their contractor, James Reitman of Northern Waters Construction, to access my property for the purpose of erecting a fence along the property line between our respective properties.
3. I hereby grant permission to Dan R. Prevo and their contractor to enter my property at 6634 Main St. for the limited purpose of performing work related to the construction, installation, or maintenance of a fence. This includes bringing necessary equipment, tools, and materials onto my property as reasonably required to complete the fence project.
4. This permission is effective from 05/01/2025 and shall remain in effect until completion of the fence project, unless otherwise revoked by me in writing.
5. All work shall be conducted in a professional manner, respecting my property and minimizing any damage or disruption. Dan R. Prevo and their contractor agree to restore any portion of my property affected by their work to its original condition, to the extent reasonably possible, upon completion of the project.
6. By granting this permission, I am not waiving any legal rights regarding the ownership of my property, the location of the property line, or any other property-related matters.
7. I make this affidavit voluntarily, without coercion or duress, and I understand the implications of granting this permission.

Signature: David Hribar

David Hribar

Date: 4/17/25

NOTARY ACKNOWLEDGMENT

STATE OF Michigan
COUNTY OF MacKinac

On this 22nd day of April, 2025, before me, a Notary Public in and for said County and State, personally appeared David Hribar, known to me (or satisfactorily proven) to be the person whose name is subscribed to the foregoing instrument, and acknowledged that they executed the same for the purposes therein contained.

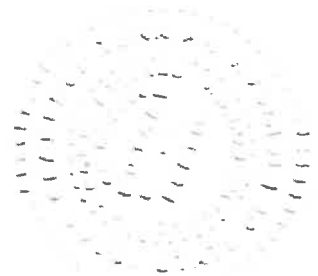
IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public: Isaac Clarence Terrian

My Commission Expires: 08/07/2030

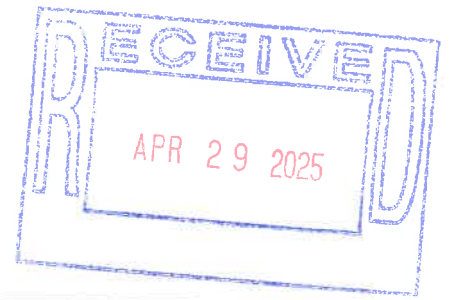
Seal:

ISAAC CLARENCE TERRIAN
Notary Public, State of Michigan
County of Chippewa
My Commission Expires 08-07-2030
Acting in the County of Chippewa



Attachment E: Existing manmade features

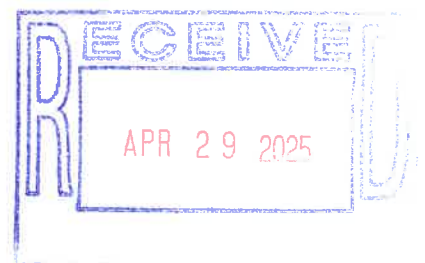
Red line represents existing fence



Attachment F: Existing streets, sidewalks, and other circulation features

Green lines represent existing streets, sidewalks and other circulation features. There are no proposed circulation features being added to properties for this project.

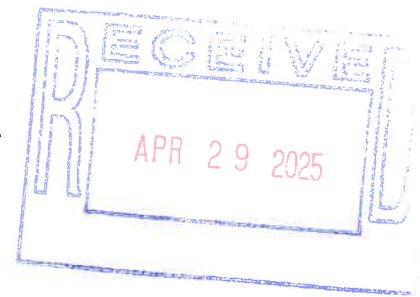
Orange line represents existing sidewalk on property, there will be no changes to sidewalk.



Attachment G, Location of utility services

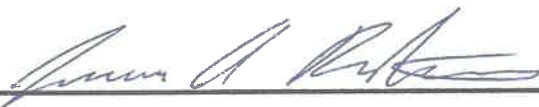
Yellow box - electrical box located on East Harbor Association's property.

Orange boxes - electric meters



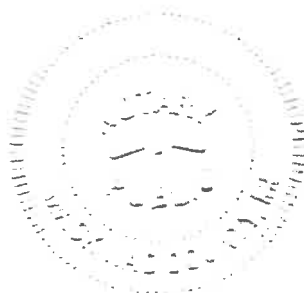
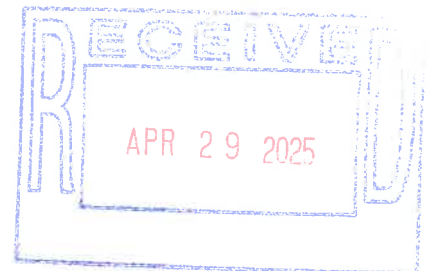
Attachment H, Archeological and historical acknowledgement

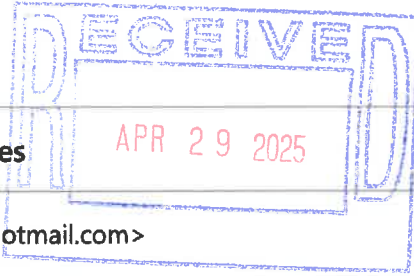
I, James Reitman, acknowledge that if any unknown historic or archeological remains are discovered while accomplishing the activity authorized by a permit granted by the City, all work must immediately stop. The discovery will be made by myself to the City as well as any other required offices. The city will initiate the Federal and state coordination required to determine if the remains warrant a recovery effort if the site is eligible for listing in the National Register of Historic Places.


James A. Reitman

04/28/2025
Date


LANA KAY ST. ONGE, Notary Public
Mackinac County, State of Michigan
My Commission Expires: 08-14-2027





Association
Approval
Email

Fw: Fence Project Preferences

From Dan Prevo <dan_prevo@hotmail.com>

Date Sun 2/2/2025 3:02 PM

To James Reitman <northernwatersconstruction@outlook.com>

Subject: Fence Project Approval

Hi Jim,

I'm happy to inform you that we have received approval to move forward with the fence project. However, I realized that I made an error regarding the orientation of the fence; we would like the good side to face outward.

Could you please let me know if these changes affect the final price? I believe it should be similar to what you originally quoted. If you can confirm this, I will send the deposit check on its way.

Thank you,
Dan

From: Dan Prevo <dan_prevo@hotmail.com>

Sent: Saturday, February 1, 2025 11:18:14 AM

To: Dan Prevo <dan_prevo@hotmail.com>

Subject: Fence Project Preferences

Good morning,
I have tabulated your preferences for the new fence design. I have included the votes for each detail.

Picket design. Dog Ear. 2/3

Flat Top Cap. 2/3

Box out entrance only post and widen the entrance one foot. 3/3

The new fence will good face good side out as is it is currently. 2/3

If you agree on these details let me know so I can provide these details to Jim for final pricing.

Photos of fence to be replaced

