### JACKSON COUNTY AIRPORT- REYNOLDS FIELD

# **Zoning Permit Application Instructions**

- 1. An original and 1 copy of the following shall be submitted to the Zoning Administrator at the address listed below:
  - A. A letter that outlines the proposed construction project.
  - B. A completed "Application for Permit to Erect a Structure" (Jackson County Airport Form).
  - C. A copy of FAA form 7460-1 (if applicable)
  - D. A copy of FAA Airspace Determination (if applicable)
  - E. A copy of a permit issued pursuant to the Michigan Tall Structures Act (if applicable)
  - F. Specific information about the location, latitude and longitude, elevation, height and top elevation of the proposed construction.
- 2. The applicant shall include with the permit application package a check or money order in the amount of\$50.00 and payable to the Jackson County Airport. This application fee is non-refundable
- 3. The Zoning Administrator will either approve or deny the zoning permit within 15 days of receipt of all required materials and fees.
- 4. In the event of a zoning permit denial the applicant shall have 21 days to appeal the decision of the Zoning Administrator to the Zoning Board of Appeals.

NOTE: It is the applicant's responsibility to obtain any required FAA or State of Michigan or local government approvals prior to construction. Copies of Federal, State or local permit applications will not routinely be forwarded by the Airport to other offices.

ZONING ADMINISTRATOR: Airport Manager

Jackson County Airport 3606 Wildwood Avenue Jackson,MI 49202

517-788-4225

#### APPLICATION FOR PERMIT TO ERECT A STRUCTURE

## Jackson County Airport - Reynolds Field Zoning Application

Internal Use Only

Jackson County Number: Or FAA Number:

## **Sections I - 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 Form 7460-1, *Notice of Proposed Construction or Alternation*, has been submitted for review, include a copy of application and/or response letter from 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			
Fax	Fax			
;?. Structure Information				
Type of Construction	Elevations			
New Construction Alteration	on Ground Elevation (MSL)			
Permanent Tempor	ary Height of Structure +(AGL)			
	Top Elevation (MSL)			
Description & Use of Structure (dimensions, type of construc	ction, purpose, etc):			
3. SUe Information				
Site Address:	Township: Section:			
ity/State/Zip:  Latitude:				
Nearest Road Intersection:	Longitude:			
4. Drawi11g Information				
Request will not be considered without an engineered drawing/plan set which illustrates the following:				
Drawing identification (file name or#) and date	Engineers Seal			
Scale	Contact Information			
Sile Map	Profile View of Structure			

APPLICATION FOR PERMIT TO ERECT A STRUCTURIC			
5. Remarks			
	6. Certification		
	nereby certify that all statements on this application	cation are true and correct.	
Signature:	re: Date:		
Name & Title of person filing n	otice:	Phone:	
	FOR INTERNAL USE	ONLY	
Jackson County Airport - Reynolds Field Zoning Administrator Review			
Site Location	Zone A	ZoneB	
	ZoneC	ZoneD	
<b>Elevation Information</b>	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	Permit Approved		
2 02	Permit Denied		
Fees	Application Fee Received	Y/ Y	
rees	Application ree Received	Yes NoAmount	
	Comments		
Labora Country 12	Administrator		
Jackson County Airport • Reynolds Field Zonin	g Administrator Signature		
Jackson County Airport - Reynolds Field Zonin	ng Administrator Printed or Typed		Date