

Directions for submitting a Zoning Permit via email:

1. Open this document in Adobe Acrobat (zoning application is on pg. 2 below)
2. Fill out information on front page of application
3. For the Plot Plan section of the application either:
 - a. Attach a file containing your plot plan by clicking the attach file box. Check the box under the attach file button if you choose this option.
 - i. NOTE: To view an attached file, go to view menu-> show/hide -> navigation panes -> attachments.
 - b. Draw in your plot plan in the space provided using Adobe or other means.
4. Digitally sign and date the application
5. Save file
6. Once the final application is saved, click the “submit electronically” button under the signature box. This will prompt your system to open your default email application (such as outlook) or will allow you to use Webmail such as Gmail, Yahoo, Live, etc.

This application can also be printed, filled out by hand, and scanned and emailed to either: cchurches@otsegocountymi.gov or cboyak-wohlfeil@otsegocountymi.gov or submitted in person or mailed to Land Use Services (1322 Hayes Rd, Gaylord, MI 49735). Hard copies of this application are available to pick up and submit 24/7 in the Land Use Services foyer.

Please allow 7-10 business days for application review. You will receive a notification via email once an application has been approved or denied. Once an application has been approved, you can pay over the phone via credit card (989-731-7400), submit a check to Otsego County Land Use Services, or pay with cash.

Please contact Planning and Zoning with any questions: (989) 731-7400 option #1.

