

## **Frequently Asked Questions**

### **How do I know what I can do on my property?**

The use of property in the City of Alpena is controlled by the City's Zoning Ordinance. The Planning staff can assist you in determining the zoning for your property, the uses permitted, and the development standards such as property line setbacks that are required. If permission is required from either the City Planning Commission or the Zoning Board of Appeals, staff will assist you in preparing an application.

### **What is the function of the City Planning Commission?**

The Planning Commission is a nine-member body, seven of whom are appointed by the Mayor and two by the City Council. It is responsible for the preparation of the City's Comprehensive Plan and Zoning Ordinance which, upon adoption, are forwarded to the City Council for final approval. The Commission makes recommendations to the City Council and other bodies on planning and zoning issues including requests for changes in the zoning map and Zoning Ordinance text amendments.

### **What is the function of the Zoning Board of Appeals?**

The Zoning Board of Appeals is a seven-member body appointed by the City Council. The board is responsible for interpreting the Zoning Ordinance and hearing and deciding appeals of decisions of the Building Official or other administrative officials in carrying out or enforcing the provisions of the Zoning Ordinance.

### **When do I need a building permit?**

A permit is required any time the use of a property or building changes; for any new construction on a property; and the alteration, demolition, relocation, or repair of an existing building or structure. Contact the City Building Official at (989) 354-1761 with any questions.