

Commission Review Fee: \$250
Administrative Review Fee: \$50



RECEIVED

FEB 05 2026

CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER

Address First Congregational Church
296 Hoffman St.

Parcel Number 57-300-093-00

APPLICANTS INFORMATION

Name Rev. Sarah Terlow Address / PO Box [REDACTED]
City Saugatuck State MI Zip 49453 Phone [REDACTED]
Interest In Project Pastor of the church E-Mail [REDACTED]
Signature Sarah Terlow Date 1/20/25

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____
E-Mail _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature _____ Date _____

CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)

Name _____ Contact Name _____
Address / PO Box _____ City _____
State _____ Zip _____ Phone _____ Fax _____
E-Mail _____
License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use Church
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

The church would like to install a Little Free Library at either the corner of Hoffman & Griffith by or retaining wall or in our garden bed along the side of the church where we currently have a bench. I've attached an image of the two-story Cottage Library that we would use. This will be mounted on a standard 4x4 post. The plan is to have volunteers paint the library in bright colors as an Easter project. A happy collage of colors. We hope to dedicate this library on Pentecost - May 24th. This library will be registered on the Little Free Library registry.





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ZONING PERMIT APPLICATION

Failure to answer all pertinent questions and to supply all of the requested information will delay processing of this application.

FEES

Fence Only: \$75.00

Deck, Patio, Shed, Pool or Hot Tub Only (per item): \$125

New Dwelling (Single or Two Family) or Bed and Breakfast: \$500

All Others: \$250

Escrow Deposit: Zoning Administrator Discretion

City of Saugatuck Zoning Code: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-4355

PROPERTY ADDRESS 296 Hoffman St.

PARCEL NUMBER 57-300-093-00

PROPERTY OWNER First Congregational Church of Saugatuck

ADDRESS / PO BOX [REDACTED]

EMAIL [REDACTED]

PHONE [REDACTED]

I hereby authorize the applicant listed below to make this application for proposed work as my agent. I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

OWNER SIGNATURE Sybil Loren

Date 2/4/20

APPLICANT First Congregational Church of Saugatuck

ADDRESS / PO BOX [REDACTED]

EMAIL [REDACTED]

PHONE [REDACTED]

I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. I understand that this application will not be processed until it is deemed complete and the required fees and escrow deposit (if applicable) are paid. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

APPLICANT SIGNATURE Seal Rowe Date 2/4/20

PROJECT DESCRIPTION We would like to install a "Little Free Library"
next to our bench along Griffith St.

PROPOSED AREA/
DIMENSIONS LOT AREA (SQ FT) 2 sq ft. LOT COVERAGE (%) 0.0001% HEIGHT 4'

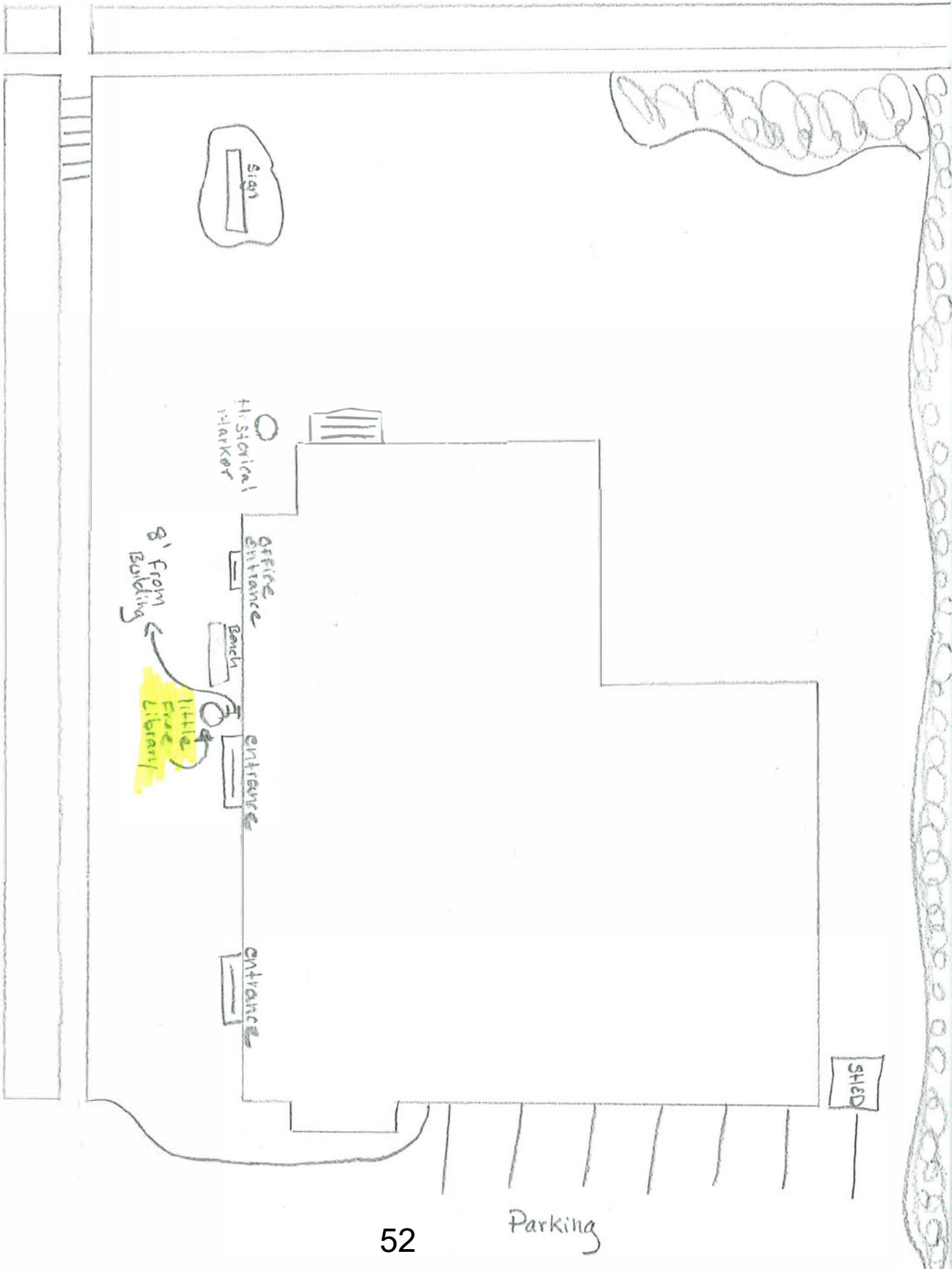
TOTAL FLOOR AREA _____ FLOOR AREA RATIO _____

CHECKLIST

- ☐ SURVEY
- ☐ CURRENT SITE IMPROVEMENTS (include structures, sidewalks, decks, streets, fences, etc)
- ☐ PROPOSED IMPROVEMENTS, DISTANCES FROM OTHER IMPROVEMENTS/PROPERTY LINES, DIMENSIONS
- ☐ LOCATION OF FLOOD PLAINS, WATERSHED, WETLANDS, EASEMENTS, CRITICAL DUNES
- ☐ DESCRIPTION OF PROPOSED USE INCLUDING ACTIVITIES _____

Hoffman St.

Griffith St.



Approximate External Dimensions

