

**BISHOP INTERNATIONAL AIRPORT  
HEIGHT ZONING PERMIT APPLICATION INSTRUCTIONS**

1. The following shall be submitted to the Zoning Administrator:
  - A. The Applicant shall address a letter or generate an email (hereinafter referred to as the permit application) to the Zoning Administrator, requesting a permit be issued under Joint Airport Zoning Board Ordinance No. 98-1, and addressed to the following:

Zoning Administrator  
Bishop International Airport  
G-3425 W. Bristol Road  
Flint, MI 48507  
**ATTN: Christopher Yeates, C.M.**  
**E-Mail:**[cyeates@bishopairport.org](mailto:cyeates@bishopairport.org)

- B. The Applicant shall attach to the permit application all relevant information (e.g. exact location, height, dates & times, contact information) including a Federal Aviation Administration's (FAA's) *Determination of No Hazard to Air Navigation*.
2. Effective January 1, 2016, the Applicant shall **include with the permit application** a check or money order made payable to the Bishop International Airport Authority. This application fee is non-refundable. Permit fees as indicated below are *per* permit:

<u>Structure Height (AGL)</u>	<u>Application Fee</u>
Less than 50'	\$100
50' - 199'	\$150
200' - 499'	\$200
500' or greater	\$250

3. Upon receipt of the above information, the Zoning Administrator will either approve or deny the permit within fifteen (15) days. Failure to provide the required information will result in a denial of the permit.
4. In the event of denial, the Applicant shall have 21 days to appeal the decision of the Zoning Administrator to the Board of Appeals.

**END**