

# WATERTOWN CHARTER TOWNSHIP

---

12803 S. Wacousta Road, Grand Ledge, MI 48837

## HOW TO APPLY FOR A ZONING PERMIT

The following items need to be submitted to the Planning & Zoning Department in order to expedite the review process:

- ✓ **A completed Zoning Permit Application** - A notarized signature is required on the application. This service is available free of charge in the Planning & Zoning Department. There is a \$65.00 application fee for residential applications and a \$115.00 application fee for commercial applications. This application is available online at [www.twp.watertown.mi.us](http://www.twp.watertown.mi.us).
- ✓ **A Plot/Site Plan** - this drawing should include property lines, lengths of property lines, existing structures, setback of structures from property lines, distance between structures and a north arrow. (Please see the example attached)
- ✓ **A completed Building Permit Application** - This application is available online at [www.twp.watertown.mi.us](http://www.twp.watertown.mi.us). If the intended project requires Electrical, Plumbing, or Mechanical Permits, they also can be found online.
- ✓ **Two complete sets of blueprints.**
- ✓ **Registered Deed for the property** - a register deed has a stamp from the County Register of Deeds. If you do not have a deed to the property contact the Clinton County Register of Deeds office at (989) 224-5270.
- ✓ **Copy of the property survey** - Please provide this if it is available.
- ✓ **Permission from the owner if you are not the owner of record** - This is required if you are purchasing the property on land contact or if a builder is applying. A statement signed by the owner of record or a copy of the accepted bid for the project is acceptable.
- ✓ **Well permit** - issued by the Mid-Michigan Health Department @ (989) 224-2195.
- ✓ **Septic permit** - issued by the Mid-Michigan Health Department @ (989) 224-2195.
- ✓ **Sewer System Permit** - issued by the Township Administration Department.
- ✓ **Water Permit** - issued by the Township Administration Department.
- ✓ **Driveway permit** - issued by the Clinton County Road Commission @ (989) 224-3274.
- ✓ **Soil Erosion Permit** - this permit is needed if any earth change activity occurring within five hundred (500) feet of any stream, lake, pond or regulated wetland, open county drain, or a disturbance exceeding one (1) acre in size requires a soil erosion control permit under Part 91, Act 451 of 1994, as amended. The definition of an earth change is “*any change in the natural cover or topography of land, including cut and fill activities, which may result in or contribute to soil erosion or sedimentation of the waters of the state*”. This permit is obtained through the Soil Erosion, Sedimentation Control and Drainage Enforcement Division @ (989) 224-5160. If you are unsure if you require this permit, please call the Soil Erosion Division office; they will be more than happy to assist you.

### **Please Remember:**

- ❑ Stakes *must* be placed on the property to indicate the location of the project and property lines *before* Zoning Inspections can be completed.
- ❑ Zoning Permits require *three (3) to five (5)* business days to complete.
- ❑ No work related to a proposed project, not even the moving of dirt is allowed *before* the Zoning and Building Permit is issued.