

WATERTOWN CHARTER TOWNSHIP

12803 S. Wacousta Road, Grand Ledge, MI 48837

How to apply for a Zoning Permit

Decks, porches, pole barns and other non-residential projects

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

- **A completed Zoning Permit Application** - There is a \$65.00 application fee for residential applications. This application is available online at 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)
- **Copy of the property survey** - Please provide this if it is available.
- **A completed Building Permit Application** - This application is available online at www.twp.watertown.mi.us. If the intended project requires Electrical, Plumbing, or Mechanical Permits, they also can be found online.
- **Registered Deed for the property** - a registered 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.

Or

- **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/contract for the project is acceptable.
- **Soil Erosion Permit** – Not all properties require this permit. It is obtained through the Clinton County Drain Commission at (989) 224-5160. If you are unsure if you require this permit, please call the Soil Erosion Division office.

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 **one to three** business days to complete.
- No work related to a proposed project, not even the moving of dirt is allowed **before** the Zoning and Building Permits are issued.

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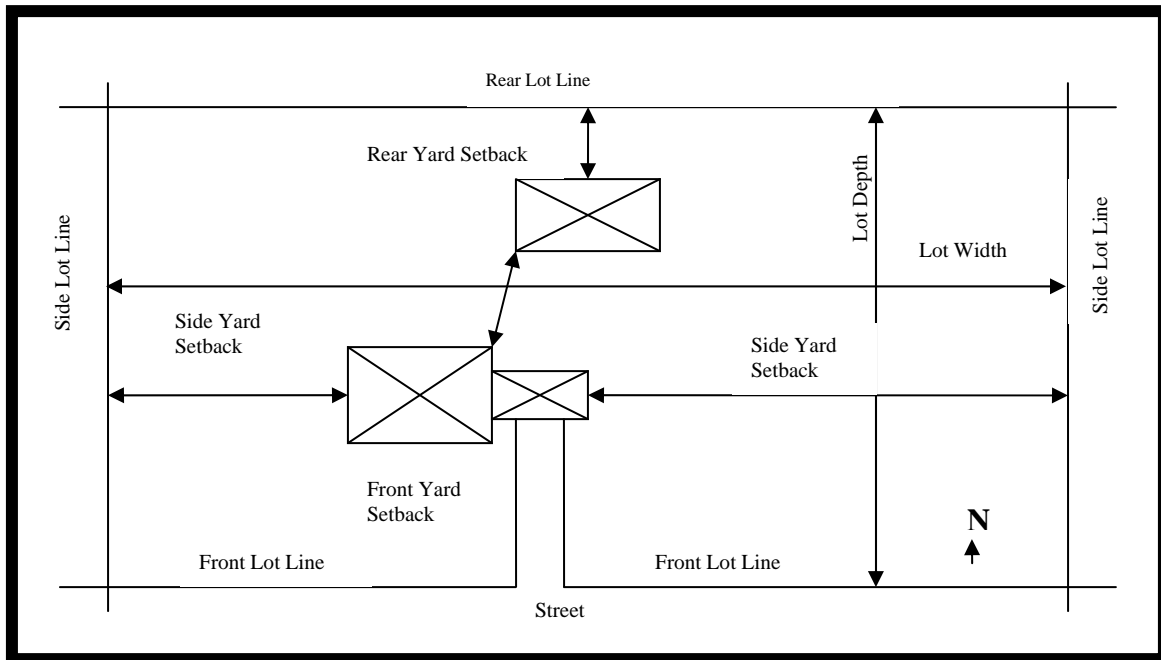
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		Date:	Permit #:
		Fee \$:	Receipt #:
APPLICATION FOR ZONING PERMIT			
Applicant Name:		Property Owner Name:	
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone # (Work, Cell, or Home):		Phone # (Work, Cell, or Home):	
Property Description (address):			
Subdivision Name:		Lot #:	
Proposed Development:		Size and/or Square Footage of Proposed Development:	
AFFIDAVIT OF COMPLIANCE:			
<p>* I attest that I am the owner of the described property, or the authorized agenda of said owner, and that the specifications of the building or structure, the plot plan, the proposed use of lot, and the property description, which I have submitted, are true and correct to the best of my knowledge.</p> <p>* I agree to comply with all federal, state, and local laws and ordinances as the same apply to the proposed project, the project site, the lands, waters, air and all uses established in or on them; all plant and animal life and health, safety and welfare of those individuals which the project will or may impact.</p> <p>* I give my consent to permit the Zoning Administrator and/or Building Inspector or a designee of one or both of those officials to make reasonable inspections of the property.</p> <p>* I understand this permit will become invalid if the proposed project has not begun within six (6) months.</p>			
Applicant's Signature:			
Date:			
*** DEPARTMENT USE ONLY ***			
Comments:			
19-150-		Lot Coverage:	Lot Frontage:
<small>AP AG RR R-1 R-2 R-3 VSC MHP B-1 B-2 LI LGRO GRO</small>		Permitted Actual	Required Actual
Acreage:		Setback (Side Yard):	Setback (Rear Yard):
Required Actual		Required Actual	Required Actual
Setback (Front Yard):	Setback (Side Yard):	New Dwelling:	Aesthetically Compatible:
Required Actual	Required Actual	Y N N/A	Y N N/A
Floodplain/DEQ:	Plot Plan Attached:		
Y N N/A	Y N N/A		
Site Inspected by:		Inspection Date:	
ZONING PERMIT APPROVED			
Zoning Administrator's Signature:		Date:	

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Example Site Plan



Site plan must show all of the following:

1. Lot dimensions (lot depth x lot width)
2. Adjacent roads public or private
3. Location/size of all buildings new and proposed
4. Front, rear and side yard distances from building to lot line (front yard is measured from road right-of-way)
5. Distance between buildings (house, garage, accessory buildings etc.)
6. Driveways, easements new and proposed
7. Any ponds, waterways or significant landmarks
8. North indicator

If you have any questions when preparing your site plan, please do not hesitate to contact the Planning and Zoning Department at (517) 626-6593.

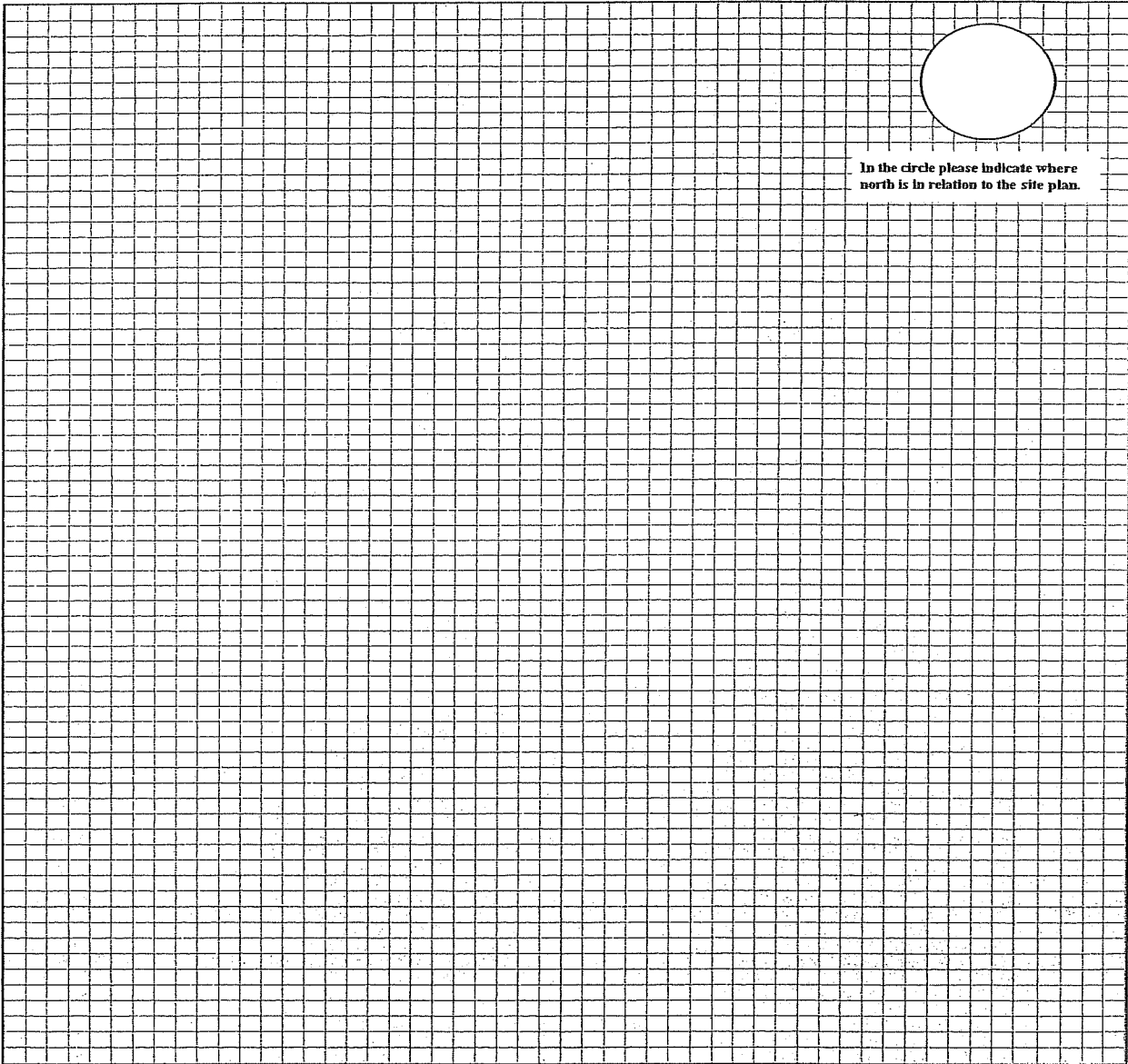
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12803 S. Wacousta Road, Grand Ledge, MI 48837
(517) 626-6593 Fax: (517) 626-6405

Site Plan Form

Applicant/Owner: _____ Date: _____

Address: _____ City: _____ Zip Code: _____



In the circle please indicate where north is in relation to the site plan.

I certify that the construction proposed will conform to the use and dimensions shown and that no changes will be made without first obtaining the approval from the Watertown Charter Township Planning Department.

Applicant/Owner: _____ (Please Print) _____ (Signature) Date: _____