

MARION TOWNSHIP LAND USE PERMIT APPLICATION
2877 W. COON LAKE ROAD, HOWELL, MI 48843
Phone: (517) 546-1588

Email: za@mariontownship.com

(additional information on submitting your application on the reverse side)

TOWNSHIP OF MARION, COUNTY OF LIVINGSTON

PERMIT NO. _____

Tax Code No.: _____

DATE: _____

Land Div.: _____

Water District: _____

FEE: _____

Sewer District: _____

Individual Septic: _____

REINSPECT FEE: _____

Individual Well: _____

(if applicable)

The undersigned makes application for a land use permit to construct:

AMENDED: _____

(if applicable)

Address: _____ Lot No. _____ Subdivision _____

Lot Size: _____ Parcel in flood zone _____

Roof Pitch: _____ Min. 6" overhang on gable ends of roof? Yes No

Ground Floor Living Space: _____ Second Floor Living Space: _____

Tri/Quad Level Sq. Ft. of two lowest levels: _____

Structure Dimension: _____ Structure Height: _____

Current Zoning Classification: _____

Location: On the _____ side of _____ Street/Road
Between _____ and _____

Plot Plan Attached? Yes No (see attached requirements)

CONSTRUCTION MUST BE STARTED WITHIN SIX (6) MONTHS OR PERMIT IS VOID. OUTSIDE CONSTRUCTION MUST BE COMPLETED
WITHIN TWO (2) YEARS OF ISSUE DATE OF THIS PERMIT. (Sec. 4.03, C-2)

I certify that all uses for which this application is made will conform with ordinances affecting Marion Township, Livingston County and the State of Michigan. By signing this application, permission is granted for an official representative of Marion Township to do onsite inspections. **** THIS IS A LAND USE PERMIT ONLY. BUILDING PERMITS AND OTHER NECESSARY PERMITS MUST BE OBTAINED FROM LIVINGSTON COUNTY**

Applicant Name (print) _____

Signature _____

Address _____

Phone _____

Email Address _____

Applicant is: Owner Contractor Renter

INSPECTIONS:

1. Zoning Inspection Approved: _____ Date: _____

2. Foundation Inspection by: _____ Date: _____

3. Sewer Inspection (if applicable): _____ Date: _____

** 4. Certification of Zoning Compliance Issued: _____ Date: _____

You can submit your land use application, plot plan and construction plans to the Zoning Department during regular business hours, Monday through Thursday, 9 am-5 pm. The zoning ordinance and land use packet is available online at www.mariontownship.com → *Planning & Zoning* → *Planning Links*.

If you have questions while completing the application, please email za@mariontownship.com or call (517) 546-1588.

LAND USE INSPECTION REQUIREMENTS

Before bringing in the completed Land Use Application, the applicant must stake the property as follows:

- ✓ All corners of the property lines must be marked with stakes visible from the building site(s).
- ✓ If the proposed building is to be constructed on a large parcel and is to be located more than fifty (50) feet from the rear boundary, the rear boundary does not have to be staked.
- ✓ All corners of any proposed construction must be staked. This includes decks, porches, etc.

First Inspection: Before a land use permit can be issued by the township, the parcel must be inspected to determine compliance with all ordinances. This inspection is made after application and all required materials are presented. The plot plan must include all setback dimensions.

Once the land use permit is approved, the township requires two (2) sets of construction plans (minimum size 24" x 36" for houses) and one (1) PDF file of the construction plans sent to za@mariontownship.com or info@mariontownship.com. The PDF file will be given to the township assessor, and the other two sets will be stamped and given back to the applicant. The approved land use permit and the stamped construction plans are required to obtain a building permit through the Livingston County Building Department.

Second Inspection: The zoning administrator must be called to request the second inspection after basement area is excavated prior to foundation installation.

Final Inspection: The zoning administrator must be called for the final inspection to obtain a Certificate of Zoning Ordinance Compliance. Livingston County requires this before issuing a Certificate of Occupancy.

**LIVINGSTON COUNTY
BUILDING PERMIT REQUIREMENTS**

**2300 E. Grand River Ave.
Howell, MI 48843
Phone: (517) 546-3240
Fax: (517) 546-7461**

REQUIREMENTS FOR LIVINGSTON COUNTY BUILDING PERMITS:

1. Land Use Permit ****Obtain from Township****
2. Septic and Well Permit or Waiver (or Sewer/Water Permits)
3. Address of Building Site (Please do not make one up)
4. Grading Permit or Waiver
5. Driveway Permit
6. Site Plan of Property
7. Tax Code Number
8. Two sets of complete plans, including construction details:
 - Floor plan
 - Front, side and rear elevations
 - Foundation plan with walkout details if applicable
 - Window and door sizes and placement
 - Cross section

If you are building a log home or putting in a wood foundation, please contact the Building Department for those requirements.

SEPTIC AND WELL PERMITS: Livingston County Health Department
2300 E. Grand River Ave.
Howell, MI 48843
Phone: (517) 546-9858

GRADING PERMITS: Livingston County Drain Commission
2300 E. Grand River Ave.
Howell, MI 48843
Phone: (517) 546-0040

DRIVEWAY PERMITS: Livingston County Road Commission
3535 Grand Oaks Drive
Howell, MI 48843
Phone: (517) 546-4250

Electrical, Plumbing and Mechanical Permits are separate permits from the Building Permit. If you have any questions, please call (517) 546-3240.

Lot: Land described in a recorded plat or by metes and bounds description, occupied, or to be occupied by, a building, group of buildings, or use, having sufficient size to comply with the frontage, area, width-to-depth ratio, setbacks, yards, coverage and buildable area requirements of this Ordinance, and having its principal frontage on a public street or a private road approved by the Township. (See also Condominium Unit.)

1. **Corner Lot:** A lot that has at least two contiguous sides abutting upon a public street and/or private road for their full length.
2. **Flag Lot:** A lot whose access to a public street or private road is by a narrow, private right-of-way that is part of the lot. (See also Figure 3-7.)
3. **Interior Lot:** A lot other than a corner lot.
4. **Through Lot:** An interior lot having frontage on two, more or less, parallel public streets and/or private roads.

Lot Area, Gross: The area contained within the lot lines or property boundary including street right-of-way. (See Figure 3-6.)

Lot Area, Net: The area within the lot lines of a lot, exclusive of any public street rights-of-way abutting any side of the lot. (See Figure 3-6.)

Lot Coverage: The amount of a lot, stated in terms of percentage, that is covered by all buildings, located thereon, including roofed porches, arbors, breezeways, patio roofs, whether open box types and/or lathe roofs, or fully roofed, but not including fences, walls, or hedges used as fences, unroofed decks or patios or swimming pools. Lot coverage shall be measured from the drip line of the roof or from the wall or foundation if there is no projecting portion of the roof.

Lot Depth: The average distance measure from the front lot line to the rear lot line.

Lot Frontage: The length of the front lot line measured at the road right-of-way line, except as provided for flag lots. (See Section 6.11.)

Lot Line: The line(s) bounding a lot or parcel. (See Figure 3-7.)

1. **Front Lot Line:** The line separating the lot from any street right-of-way, private road or other access easement.
2. **Rear Lot Line:** The lot line opposite and most distant from the front lot line. In the case of a triangular or otherwise irregularly shaped lot or parcel, an imaginary line at least ten feet in length entirely within the lot or parcel, parallel to and at a maximum distance from the front lot line.
3. **Side Lot Line:** Any lot line other than a front or rear lot line, which shall be at right angles to straight streets and radial to curved streets and cul-de-sacs on either public or private roads, except where such lot lines would create unusual, inconvenient, or irregular lot shapes.
4. In the case where the above definitions are not sufficient to designate lot lines, the Zoning Administrator shall designate the front, rear and side lot lines in consideration of the orientation of the building(s) on the lot, the address of the lot, the orientation of other building(s) along the road frontage, and natural features affecting site design.

Lot of Record: A lot which is part of a subdivision, the plat of which has been recorded in the Office of the County Register of Deeds, or a tract, parcel or lot described by metes and bounds, the deed to which has been recorded by the County Register of Deeds, or a Tax Code Number has been issued, prior to the adoption or amendment of this Ordinance.

Lot Width: The horizontal distance between side lot lines measured parallel to the front lot line at the minimum required front setback line. (See Figure 3-7.)

FIGURE 3-6

NET AND GROSS LOT AREA

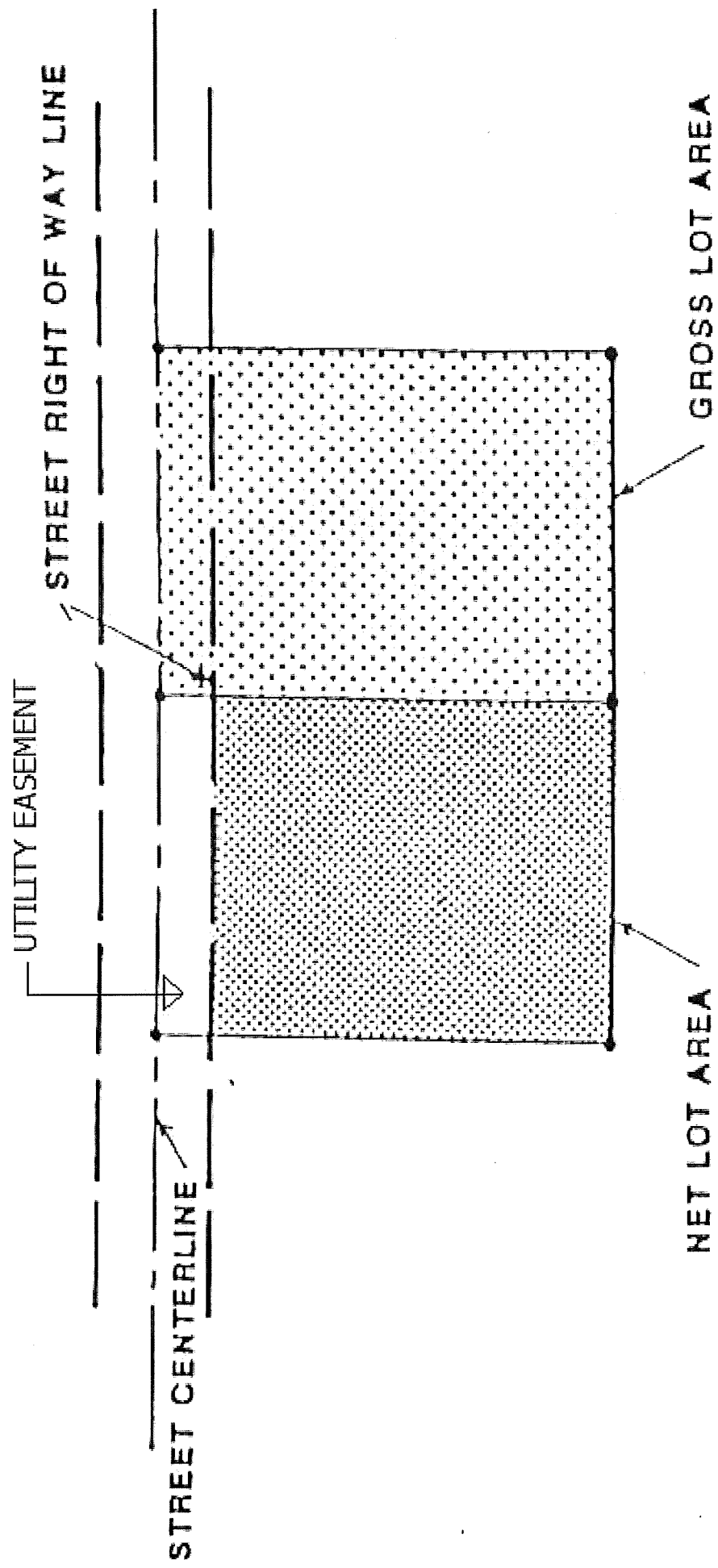
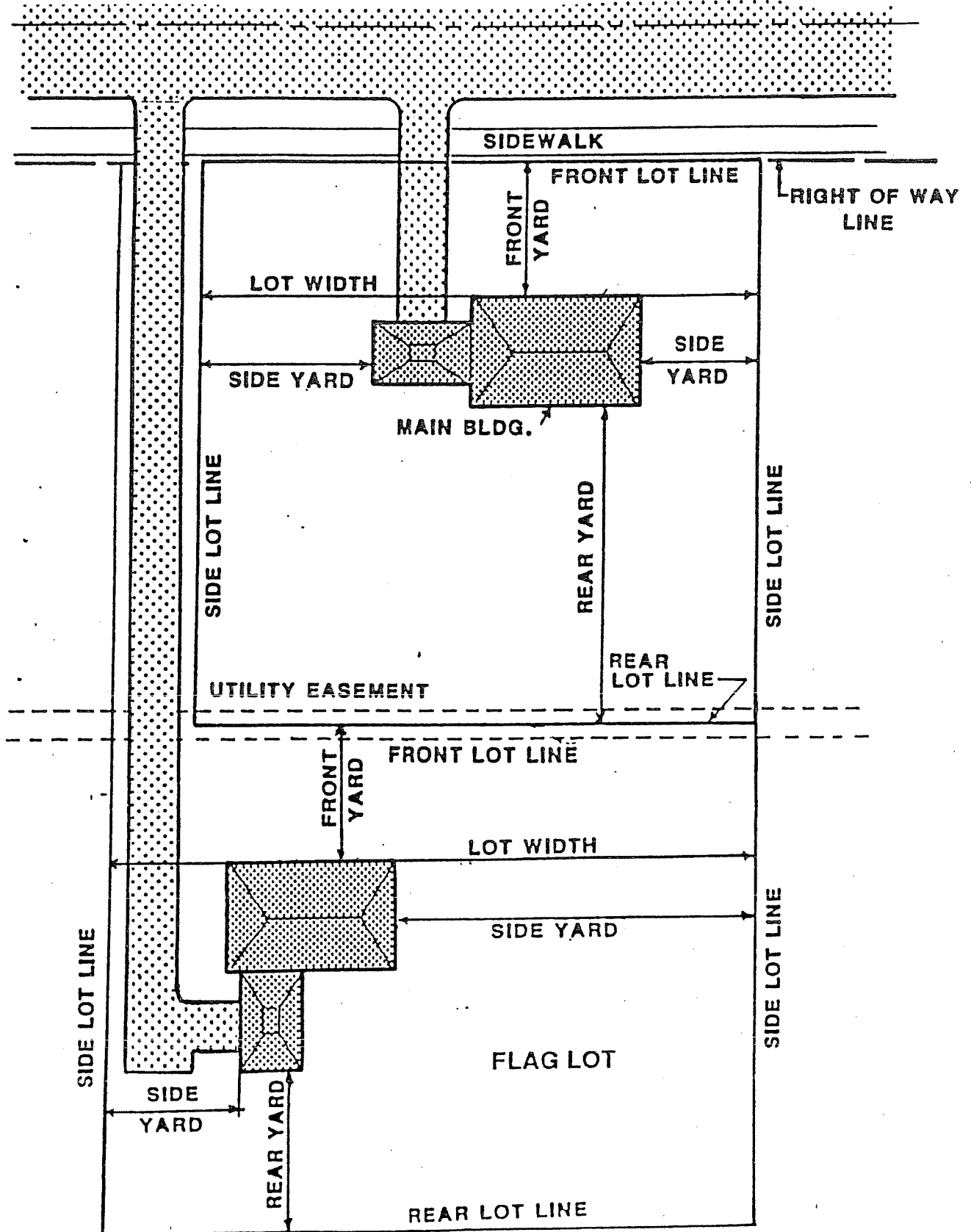
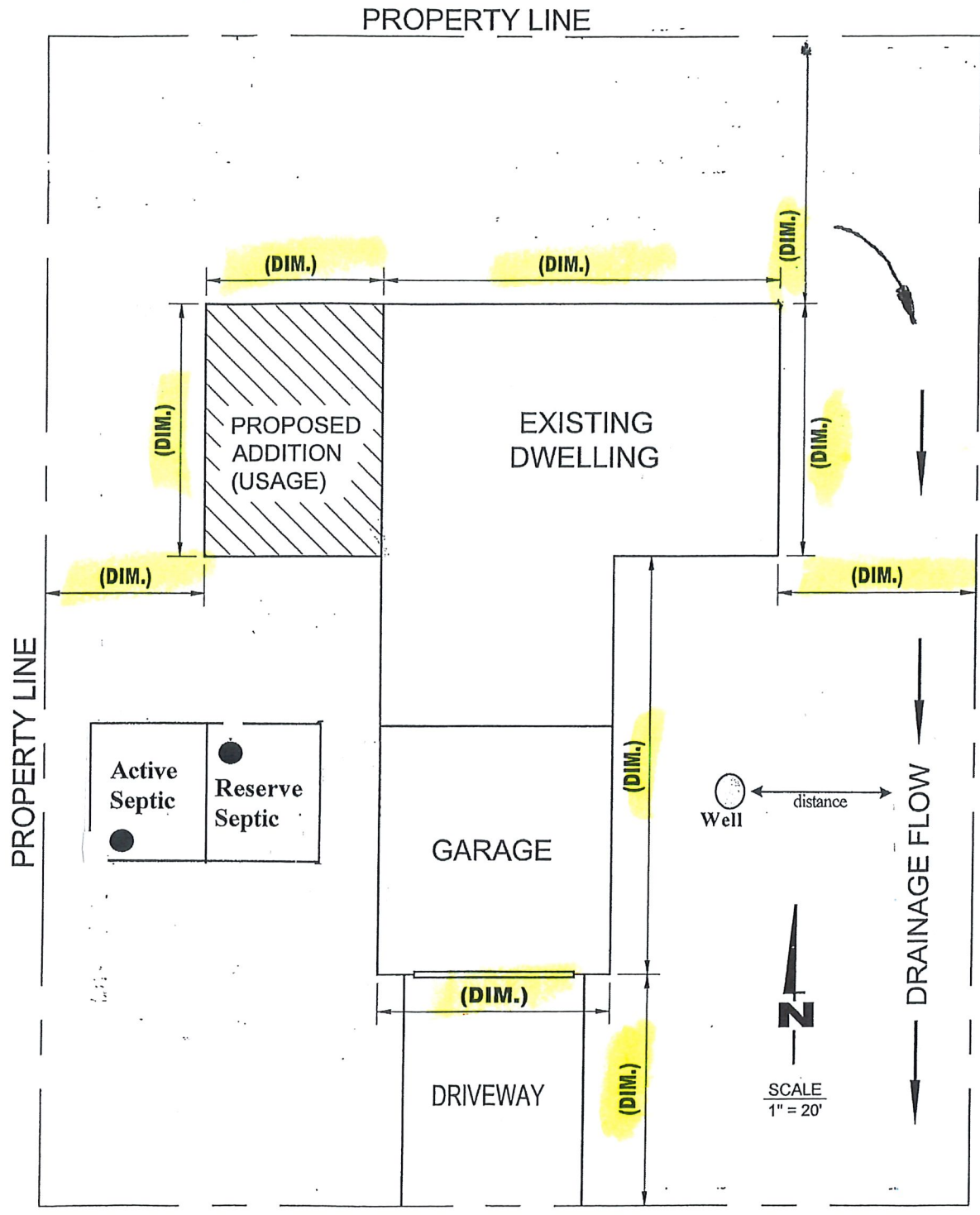


FIGURE 3-7

LOT LINES AND YARDS



RESIDENTIAL ADDITION PLOT PLAN EXAMPLE



YOUR NAME
STREET ADDRESS
CITY, STATE ZIP

STREET NAME

Plot Plan Checklist

- Street name(s)
- Street address
- Drawing scale (optional)
- North arrow
- Location of driveway and sidewalks
- Label existing buildings & structures and indicate usage
- Label proposed buildings/structures and indicate usage
- Dimensions from existing buildings and structures to property lines
- Dimensions from proposed buildings/structures to property lines
- Dimensions of existing buildings and structures
- Dimensions of proposed buildings/structures
- Dimensions of property lines
- Location of well and septic
- Confirmation of lot lines with survey or location of irons

**ARTICLE VII
SCHEDULE OF REGULATIONS**

		Site Development Standards ^(a)							
Zoning District	Minimum Lot Area ^(f)	Minimum Lot Frontage ^(k)	Minimum Required Setbacks ^{(b)(c)}				Maximum Lot Coverage	Maximum Building Height	Minimum Dwelling Unit Floor Area
			Front ^(d)	Side ^(e)	Rear				
Rural Residential, RR Unplatted Parcels Subdivision Lots or Condominium Units	2 acres 1 acre	150 feet 120 feet	70 feet 70 feet	15 feet each side 15 feet each side	25 feet 25 feet	35 percent 35 percent	35 feet 35 feet	See ^(g) See ^(g)	
Suburban Residential, SR (Amended 3-25-03) Subdivision Lots or Condominium Units	32,670 Sq. Ft. ^(h) (0.75 acres) 20,000 Sq. Ft. with public sewer	120 feet 85 feet with public sewer	70 feet 35 feet with public sewer	15 feet each side	25 feet	35 percent 35 percent	35 feet 35 feet	See ^(g) See ^(g)	
Urban Residential, UR	15,000 square feet ^(h) (l)	85 feet ^(k)	30 feet	15 feet each side	25 feet	35 percent	35 feet	See ^(g)	
Existing Residential Subdivision, ERS-1	18,000 square feet	50 feet	50 feet	10 feet each side	25 feet	35 percent	35 feet	See ^(g)	
Existing Residential Subdivision, ERS-2	1 acre	100 feet	100 feet	15 feet each side	25 feet	35 percent	35 feet	See ^(g)	
Manufactured Home Park, MHP District		35 feet							
Highway Service, HS	1 acre	150 feet	80 feet	25 feet each side	40 feet	40 percent	35 feet	---	
Light Industrial, LI	4 acres 1 acre in an industrial park	330 feet 120 feet	100 feet	80 feet each side	80 feet	40 percent	40 feet	---	
Public Lands, PL	11,000 square feet	75 feet	25 feet	15 feet each side	25 feet	35 percent	35 feet	---	

Footnotes to the Schedule of Regulations:

- (a) See also Article XVII for site development standards for uses permitted by special use permit.
- (b) In no case shall any yard setback along the Pinckney Road right-of-way be less than one hundred (100) feet.
- (c) See RR District provisions for setbacks for agricultural buildings intended to house animals, pens, and corrals.
- (d) All front yard setbacks shall be measured from the edge of the road right-of-way.
- (e) Setbacks for the two (2) contiguous sides of a corner lot on public roads shall be equal to the front setback for that zoning district. If one of the contiguous sides abuts a private road and the parcel does not have access to the private road, it will be treated as a side and/or rear yard, whichever applies.
- (f) The minimum lot area for a multiple-family and mobile home park developments shall be ten (10) acres.
- (g) The minimum floor area for a one-story dwelling shall be 1,000 square feet; a two-story dwelling (including split levels) shall be 1,400 square feet with a minimum 800 square feet on the first floor, not including the basement.
- (h) No building or structure shall be established on a parcel less than 32,670 square feet (0.75 acre). A building or structure with public sewer may be established on a parcel of not less than 20,000 square feet providing the frontage of said parcel is not on a major thoroughfare. (Amended 3-25-03)
- (i) The minimum lot area shall be the gross lot area as that term is defined in Article III—Definitions, of this zoning ordinance. (Amended 12-17-04)
- (j) The minimum lot area for two-family dwellings shall be 30,000 square feet.
- (k) The minimum lot width for two-family dwellings shall be 135 feet.

Section 4.03

Permit Procedures and Regulations

- A. **Intent and Purpose:** It is the intent and purpose of this section to create a review and permit process for the administration of this ordinance. The primary process shall require the issuance of one permit which shall be the land use permit. Issuance of such a permit, pursuant to Section 4.03 C, shall indicate that the plans and specifications for any particular proposed land use complies with the Zoning Ordinance.
- B. **Jurisdiction:** Land clearing shall not be initiated; the excavation for any building or structure shall not be commenced; the erection of, addition to, alteration of, or moving of any building or structure shall not be undertaken; or any land shall not be used; or any existing land use changed to a different type or class; or the use or occupancy of any building or premises, or part thereof, hereafter shall not be undertaken, without the issuance of the proper and appropriate certificates and permits pursuant to the requirements of Sections 4.03 C and 4.03 D of this ordinance. Except upon written order of the Zoning Board of Appeals, no land use permit shall be issued for any building or use of land where the construction, addition, alternation, or use thereof would be in violation of this ordinance.
- C. **Land Use Permits:**
1. **When Required:** No land clearing shall be initiated; the excavation for any building or structure shall not be commenced; no building shall be erected, altered, moved or structural alterations, including but not limited to porches, decks, or terraces, initiated until a land use permit has been issued.
 2. **Expiration of Permit:** If the work authorized by any land use permit has not commenced within six (6) months of the date of issuance, or if the work is suspended or abandoned for a period of six (6) months after the commencing of work, said permit shall expire. Further, if the work authorized by any land use permit has not been completed within two (2) years of the date of issuance, said permit shall expire. Before voidance is actually declared, the Zoning Administrator shall notify the applicant of such voiding action by sending a notice to the applicant at the address indicated on the permit application at least ten (10) days before such voidance is effective. The permit shall be renewable upon reapplication and upon payment of the original fee, subject to the provisions of all ordinances in effect at the time of renewal.
 3. **Revocation:** The Zoning Administrator shall have the power to revoke or cancel any land use permit in case of failure or neglect to comply with any provisions of this Ordinance, or in the case of any false statement or misrepresentation made in the application. The owner or his agent shall be notified of such revocation in writing. Upon such revocation, all further construction activities and usage shall cease upon the site, other than for the purpose of correcting the violation.

Cancellation of a permit issued for a special land use, planned unit development or variance shall not occur before a hearing by the body that granted the permit. The Zoning Administrator may issue a stop work order to halt all construction activities and usage pending a decision on cancellation of said permit.
 4. **Fees:** Fees for the review of development proposals, inspections and the issuance of permits or certificates required under this Ordinance shall be deposited with the Township Clerk in advance of processing any application or issuance of any permit. The amount of such fees shall be established by the Township Board by resolution and shall cover the cost of inspection and

supervision resulting from the enforcement of this Ordinance. Such fees may include, but are not limited to, all costs associated with conducting a public hearing or inspection, including the newspaper notice, postage, photocopying, staff time, Planning Commission, Township Board and/or Zoning Board of Appeals time, mileage, and any costs associated with reviews by qualified professional planners and/or engineers. Such fees may be collected in escrow with any unexpended balance returned to an applicant according to the procedure described below:

- a. The escrow shall be used to pay the professional fees of engineers, community planners, and any other professionals whose expertise the Township Board values, to review the proposed application and/or site plan of an applicant. Professional review shall result in a report to the Township indicating the extent of conformance or nonconformance with this Ordinance and to identify any problems that may create a threat to public health, safety or the general welfare. Mitigation measures or alterations to a proposed design may be identified where they would serve to lessen or eliminate identified impacts. The applicant will receive a copy of any professional review contracted for by the Township and a copy of the statement of expenses for the professional services rendered.
 - b. No application for approval for which an escrow fee is requested will be processed until the escrow fee is deposited with the Township Clerk. The amount of the escrow fee shall be established based on an estimate of the cost of the services to be rendered by the professionals contacted by the Zoning Administrator. The applicant is entitled to a refund of any unused escrow fees at the time a permit is either issued or denied in response to the applicant's request.
 - c. If actual professional review costs exceed the amount of an escrow, the applicant shall pay the balance due prior to receipt of any land use permit or other permit issued by the Township in response to the applicant's request.
5. **Issuance:** Whenever the buildings, structures, and uses as set forth in any application are in conformity with the provisions of the Ordinance, or a variance granted by the Zoning Board of Appeals, the Zoning Administrator shall issue the appropriate permit. In any case where a permit is refused, the reasons shall be stated in writing to the applicant.
 6. **Relation to Nonconforming Uses:** It shall not be necessary for an owner of a legal nonconforming structure or use, existing on the effective date of this Ordinance to obtain a land use permit in order to maintain its legal, nonconforming status. However, no nonconforming building, structure, or use shall be renewed, changed, or extended pursuant to Article XIX until a land use permit has been issued by the Zoning Administrator. In such cases the permit shall state specifically how the nonconforming building, structure, or use differs from the provisions of this Ordinance.
 7. **Withholding Permit:** The Zoning Administrator may withhold any land use permit pending verification that an applicant has received required county, state or federal permits, including but not limited to, septic and water well permits, soil erosion and sedimentation control permits, wetlands permits, floodplain, culvert, driveway or building permits. Likewise, wherever this Ordinance authorizes permit approval by the Planning Commission or Township Board, the Planning Commission or Township Board may condition final approval of the requested

development activity upon the receipt of any of the above mentioned county, state or federal approvals and/or direct the Zoning Administrator not to issue a land use permit until said permits from other agencies have been obtained.

8. **Performance Guarantee:** A performance guarantee may be required as a condition to the issuance of any land use permit in order to insure conformance with the requirements of this Ordinance. (See Section 4.06.)
 9. **Certificate of Zoning Compliance:** No structure or use shall be occupied without first receiving a certificate of zoning compliance. A certificate of zoning compliance shall be issued by the Zoning Administrator following an inspection that confirms that all the requirements of the previously issued land use permit and/or this Ordinance have been met. For structures that are within 5' of the required setback, a foundation survey shall be submitted prior to issuing a certificate of compliance.
 10. **Certificate of Occupancy:** A certificate of occupancy shall be issued by the Livingston County Building Department following an inspection that confirms that all requirements of the Livingston County Building Code have been met. A certificate of occupancy shall have effect only if the use or structure has been issued a certificate of zoning compliance.
- D. **Land Use Permit for Structures Not Requiring Site Plan Review:** An application for a land use permit for a land use not requiring site plan review shall be considered for approval by the Zoning Administrator when said application contains the following plot plan information drawn to scale:
1. Property lines, including dimensions and acreage of the parcel or lot.
 2. Location of all proposed and existing structures, including driveways and fencing.
 3. Dimension of required setbacks.
 4. Any other information necessary to insure compliance with this Ordinance.
- E. **Inspections:** The Zoning Administrator shall inspect the site three times: prior to the beginning of construction; following footing installation, and at the time of final inspection to certify zoning compliance. For structures that are within 5' of the required setback, a foundation survey shall be submitted prior to issuing a certificate of compliance.



RESIDENTIAL AND COMMERCIAL
Address Application

ADDRESS APPLICATION PROCESS:

1. Submit **COPIES** of the seven items listed below to **Livingston County GIS Department**:
 - 1. Proof of Ownership (copy of deed or current tax bill – must have complete legal description)
 - 2. Land Use Permit
 - 3. **Current** Tax Parcel ID Number
 - 4. Survey showing location of principal buildings driveway (Site Plan if survey is unavailable)
 - 5. Driveway Permit or Waiver Letter from Livingston County Road Commission
 - 6. Closest existing addresses to both sides and across the street from property
(Indicate approximate distance each address is from your drive.)
 - 7. A \$20.00 fee for each address requested (Cash or Checks* payable to L.C.G.I.S.)
* \$30.00 fee will be charged for each returned check
2. **Applicant will be contacted via phone in 3-5 business days with issued address**
3. If sending application via US Postal Mail please send application and payment to:
IT Department / GIS Division, 304 East Grand River, Suite 101, Howell MI 48843

DATE _____		TOWNSHIP _____		TAX ID CODE _____	
OWNER INFORMATION:			APPLICANT INFORMATION: <input type="checkbox"/>		
Name _____			Name _____		
Current Address _____			Current Address _____		
City, State, Zip _____			City, State, Zip _____		
Phone _____			Phone _____		
Email (provide if you would like notification via email) _____					

WE PROVIDE SERVICE FOR THE FOLLOWING TOWNSHIPS:

Cohoctah Township	Genoa Township	Hartland Township	Oceola Township
Conway Township	Green Oak Township	Iosco Township	Putnam Township
Deerfield Township	Handy Township	Marion Township	Tyrone Township
Village of Pinckney	Village of Fowlerville	Unadilla Township – (Detroit Edison Customers only)	

Addressing Questions? Please contact GIS Addressing at 517.548.3230



**LIVINGSTON COUNTY, MICHIGAN
INFORMATION TECHNOLOGY DEPARTMENT / GIS DIVISION**

Phone (517) 548-3230 Fax (517) 545-9608
Web Site: LivGov.com/GIS

SUBDIVISIONS AND CONDOMINIUMS

Address Application

ADDRESS APPLICATION PROCESS:

1. Submit **COPIES** of the FIVE items listed below to **Livingston County GIS Department:**

- 1. **Final site plan** of development including lot/unit numbers, meter locations (for pump stations, lighted signs/poles, etc.) and approved street names
- 2. **Letter of approval for ALL street names** from Livingston County Road Commission
- 3. **Parcel ID Numbers** for ALL parent parcels included in development
- 4. **Legal Description** for entire development
- 5. **A \$20.00 fee for each lot/unit and meters** requiring an address

(Cash or Checks* payable to L.C.G.I.S.) * \$30.00 fee will be charged for each returned check

Please note: Assigned addresses are considered final, addresses requiring changes due to alterations to site plan will be subject to additional fees.

2. **Applicant will be contacted via phone when issuance is complete**

3. If sending application via US Postal Mail please send application and payment to:

IT Department / GIS Division, 304 East Grand River, Suite 101, Howell MI 48843

DATE _____

TOWNSHIP _____

APPLICANT INFORMATION:

Name _____

Current Address _____

City, State, Zip _____

Email: _____

Phone _____

Contact Person:

Name _____

Email: _____

Phone _____

Preliminary addresses will be supplied to the Utility Companies for infrastructure purposes. Each individual address will be provided as Land Use Permits and Site Drawings are presented to the GIS Department:

Cohoctah Township	Genoa Township	Hartland Township	Oceola Township
Conway Township	Green Oak Township	Iosco Township	Putnam Township
Deerfield Township	Handy Township	Marion Township	Tyrone Township
Village of Pinckney	Village of Fowlerville	Unadilla Township – (Detroit Edison Customers only)	

Addressing Questions? Please contact GIS Addressing at 517.548.3230