

NORTHFIELD TOWNSHIP

ZONING COMPLIANCE APPLICATION REQUIREMENTS

1. The drawing must be to scale i.e., the Zoning Administrator must be able to place a scale on the drawing and measure the distances for accuracy. Use as scale such as 1" = 20 feet etc.
2. The entire property must be shown on the drawing. All property lines must be labeled with dimensions. Include 'north' arrow.
3. The roadway on which the lot has frontage must be labeled with the right-of-way line shown (refer Washtenaw County).
4. All existing and proposed buildings on lot must be shown and drawn to scale.
5. Setbacks must be noted from all structures to property lines. * For front yard, setback is measured from future right-of-way line, NOT from property line or edge of pavement. The property line may or may not be the same as the future right-of-way line (check with County).
6. For fence applications – drawing must show entire property, fence line, fence height and type of fence.
7. Hand drawn plot plans (straight lines drawn with a scale) are acceptable provided they are drawn clearly and as noted above on a full size sheet. A plot plan drawn freeform will not be accepted. As allowed by the Zoning Ordinance, if the drawing presented appears to be inaccurate, the Zoning Administrator can require an official survey of the property.
8. Drawings submitted by an applicant that DO NOT COMPLY with the requirements, will be forwarded to and reviewed by the Zoning Administrator, but will likely be denied for inaccuracy or missing information. Once denied, a revised application will require submission for a new application with fees.

A Zoning Compliance application is part of the official and legal record for the property. A complete and accurate drawing is a MUST to ensure a correct record, which is in the interest of the property owner in the event of a future sale or property transfer.

NORTHFIELD TOWNSHIP MICHIGAN

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ZONING COMPLIANCE APPLICATION / CERTIFICATION

Zoning Compliance is required prior to new construction, alterations to an existing structure, or change of use.

This application must be accompanied by two (2) copies of scaled site plans meeting the information requirements of the Zoning administrator. Plans must be dated (mo., day, yr.), including revisions, notate scale, and include a directional 'North' arrow.

Proposed and existing structures must be included in plans. For non-residential uses in any zoning district, all buildings and structures, utilities, parking area, dumpsters, landscaping, sidewalks, paved drives, fences, sign locations, etc. must be clearly visible on plans.

Site plans must also list the name, address, and parcel number of the property being reviewed on the Zoning Application.

Applications for zoning compliance certificates shall be deemed abandoned (6) months after the date of filing unless diligently pursued or a building permit or certificate of occupancy is issued. Any certificate shall become invalid if the authorized work is suspended or abandoned for a period of six (6) months after commencement of work.

PROJECT NAME: _____

PROJECT ADDRESS: _____

PARCEL ID(S): _____ **IS THIS PROPERTY IN A FLOOD PLAIN:** Yes No

Applicant Information: **Proprietor/Owner Information:**

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

If application is made by anyone other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or agent thereof that the application and the proposed work or operation is authorized by the owner in fee. If the owner or lessee is a corporate body, the full name and address of the responsible officers shall also be provided.

Proof of Ownership Attached: **Non-Owner Affidavit Attached:**

If applicant is not the owner, describe applicants interest in the property: _____

PROPERTY DESCRIPTION

Description of Proposed Use: _____

Sanitary Facilities: Sewer; Sewer Tap Permit #: _____ Septic; WCHD Permit #: _____

Zoning Classification(s):

AR LR MR MHP SR1 SR2 LC HC GC LI GI RTM ES PUD PSC RC RO WLD-____ W.L./N.T. Overlay OTHER: _____

Type of Construction/Alteration: _____

Project Start Date: _____ **Project Completion Date:** _____

AUTHORIZED SIGNATURE

In the case of a false statement or misrepresentation of fact in the application or on the plans on which the certificate is based, any zoning compliance certificate issued thereto shall be null and void.

I hereby acknowledge the above facts and those on the attached site sketch and prints to be true to the best of my knowledge and state that said construction and/or occupancy of the structure and/or site shall occur in accordance with this certificate. Further, I agree to give permission for officials of Northfield Township, Washtenaw County and the State of Michigan to enter the property for the purposes of inspection.

Applicant(s) Signature _____

Date _____

FOR OFFICE USE ONLY

Received Date:

Paid Date:

Existing Legal Non-Conformities: Yes No

If yes, explain below:

ZONING COMPLIANCE CERTIFICATE:

Approved: Date _____

Approved As Noted: Date _____

Denied: Date _____

Conditional Use Required

Site Plan Approval Required

COMMENTS: _____

Zoning Administrator Signature

Date

AREA OF CONCERN

Landscaping:	Complies	Does Not Comply	N/A
1 Greenbelt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Parking lot islands, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Site Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Foundation Planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Dumpster Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6 Comments:

Signs:

7 Number of Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Size and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9 Comments:

Comments:

Engineering: _____

Utilities: _____ Connection fee's paid

Fire Chief: _____ Inspection Complete

Access: _____

Other Conditions of Approval: _____

Additional Comments: _____