



# City of Williamston

Planning & Community Development Department

161 E. Grand River Avenue

Williamston, MI 48895

[commdev@williamston-mi.us](mailto:commdev@williamston-mi.us)

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## ZONING PERMIT FOR ADMINISTRATIVE REVIEW PROJECTS

Per Section 74-9.102 of the Zoning Ordinance a Zoning Permit is required for:

- Any excavation for or construction of any building, structure or parking area that does not require sketch plan, site plan or special use approval;
- Any structural changes in any existing building or structure;
- Any change or expansion of a land use to another permitted land use;
- Any change in dimension of any lot.

### SINGLE-FAMILY, TWO-FAMILY AND ASSOCIATED ACCESSORY STRUCTURES

#### 1) Submit Zoning Permit Application

For single-family dwellings, two-family dwellings, and associated single-family and two-family residential accessory structures an applicant must submit the following to City Hall:

- a) Zoning Permit Application
- b) Proof of ownership
- c) Plot plan meeting requirements of Zoning Ordinance Section 74-9.102(B)
- d) City zoning permit fee

#### 2) Submit Livingston County Building Permit Application

Along with the Zoning Permit Application, an applicant may submit the Livingston County Building Permit Application at City Hall. Or the applicant may submit directly to Livingston County following zoning approval from the City. A plan review fee may be due at time of building plan submission.

#### 3) Fees due when picking up Building Permit

All Livingston County Building Department fees are due and payable in full to the Building Department prior to receiving an approved building permit. You will be contacted when your permit is ready for pick up at City Hall.

### MULTI-FAMILY, COMMERCIAL, INDUSTRIAL AND ALL OTHER PROJECTS

#### 1) Submit Zoning Permit Application

For all other proposed changes to buildings, structures, parking, or use, the applicant must submit the following to City Hall:

- e) Zoning Permit Application
- f) Proof of ownership
- g) Plot plan meeting requirements of Zoning Ordinance Section 74-9.102(B)
- h) City zoning permit fee

#### 2) Submit Livingston County Building Permit Application

Along with the Zoning Permit Application, an applicant may submit the Livingston County Building Permit Application at City Hall. Or the applicant may submit directly to Livingston County following zoning approval from the City. A plan review fee may be due at time of building plan submission.

#### 3) Fees due when picking up Building Permit

All Livingston County Building Department fees are due and payable in full to the Building Department prior to receiving an approved building permit. You will be contacted when your permit is ready for pick up at City Hall.



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## ZONING PERMIT APPLICATION

### PROPERTY OWNER INFORMATION

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### APPLICANT INFORMATION *If the applicant is NOT the property owner, please complete the following:*

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Applicant is: *(check one)* Business Owner Renter Contractor Other *(specify)* \_\_\_\_\_

### PROPERTY INFORMATION

Property Use is: *(check one)* Residential Commercial Industrial Vacant

Property Address: \_\_\_\_\_ Property Zoning District: \_\_\_\_\_

Parcel ID Number (PIN): \_\_\_\_\_

Proposed Activity: *(Describe all proposed changes to use, building and site)* \_\_\_\_\_

### ADDITIONAL REQUIRED DOCUMENTS

**1) Proof of Ownership:** *Provide proof of ownership such as property tax receipt or copy of deed.*

**2) Plot Plan:** *A drawing **MUST** be attached showing the property lot lines and dimensions, existing building locations, all proposed buildings with setbacks, interior floor plans and any site improvements/changes. If the drawing of the property lines is incorrect, any zoning permit issued hereunder shall be null and void, and the Applicant shall be solely responsible for relocating any improvements constructed per this zoning permit to comply with the Zoning Ordinance.*

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Use Only:
Fee Paid \$ _____
Date Complete
Application Received:
_____