

**Zoning Compliance Permit Application Procedure**  
Putnam Township, Livingston County  
3280 W. M. 36  
Pinckney, MI 48169  
734-878-3131

1. Zoning Compliance Permits are required for, but not limited to:  
Garages, Pole Barns, Signs, Decks, Swimming Pools, Additions,  
New Construction and Sheds
  
2. Some of the zoning ordinances you must consider when applying for a permit:
  - a. Use the setback chart (see back of sheet) to keep structures within setback requirements.  
(You will need to know the current zoning of your property)
  - b. No buildings may be placed in front of the dwelling except as noted in Chapter 19.E.3.b of the Zoning Ordinance (see back of sheet).
  - c. Gross ground floor area for accessory structures per Chapter 19.D of the Zoning Ordinance (see back of sheet).*\* There are other zoning requirements specific to applications, so any questions should be directed to the Zoning Administrator.*
  
3. You will need a plot plan (drawing) of your property which shall contain the following:
  - a. All building and driveway locations and dimensions
  - b. Proposed well and septic location (to be approved by the County Health Department)
  - c. Setback distance, all buildings to lot lines
  - d. Legal description of parcel
  - e. Location and description of existing and/or proposed easements
  - f. Location and description of significant natural features; and other natural characteristics, including but not limited to wetlands, open space, stands of trees, flood plains, hills, and other significant natural features.
  - g. Name, address, and telephone number of owner and builder of the dwelling unit
  
4. In addition to the plot plan, you need to completely fill out the Zoning Compliance Permit form. The information from your plot plan will help you fill this form out. Be sure to sign the form as well as pay the permit fee of \$75.00 (\$150.00 if the application is submitted after starting construction).

**Completion Checklist**

- Completed Zoning Compliance Permit Form
- Plot Plan (2 copies)
- \$75.00 fee for the 1<sup>st</sup> and the final zoning inspection
- Stake out location of proposed structure on property
- A set of building plans for new homes (these will be returned)

Upon completion of the above, turn paperwork into Township office for Zoning Inspection. After inspection you will be notified by phone about the status of your permit. Inspections will only take place after above items are complete. After receiving the Zoning Compliance Permit from our office, you will need to obtain a building permit from Livingston County Building Dept. When you have completed your structure contact the Township office by telephone for your final zoning inspection. Leave a message with your Zoning Compliance Permit number and that you are ready for the final inspection. You need to have a final zoning inspection before the township will allow you to occupy the structure.

Table 22-2 Single Family Residential District Regulations		RR	RS-1	RS-2	RS-3	RS-4	LR-1	LR-2	
Minimum Lot Size	Area in acres or square feet	10 ac.	5 ac.	3 ac.	1 ac.	21,780 sq. ft.	8,500 sq. ft.	Without sewer	1 ac.
								With sewer	21,780 sq. ft.
	Width in feet	330	330	200	150	150	50	Without sewer	200
								With sewer	150
Maximum Building Height	In stories	3	3	2	2	2	2	2	
	In feet	45	45	35	35	35	30	35	
Minimum Front Yard Setback		50	50	50	50	50	30	50	
Minimum Side Yard Setback	One side	40	40	40	30	25	10	30	
	Total	100	100	100	70	50	20	70	
Minimum Rear Yard Setback		50	50	50	50	50	30	50	
Minimum Living Area per unit in square feet		1,200	1,200	1,200	1,200	1,200	900	1,200	
Maximum Lot Coverage		N/R	N/R	N/R	35%	35%	35%	35%	
Waterfront Setback from the ordinary high water mark (for any structure fronting on a lake, stream or any body of water)		30	30	30	30	30	30	30	

**Chapter 19, Sec.12.D**

Table 19-1 Gross Ground Floor Area for Detached Accessory Structures in Single Family Districts	
Lot Size	Gross Ground Floor Area
Less than 12,300 sq. ft.	600 sq. ft.
12,300 sq. ft. – 21,780 sq. ft.	800 sq. ft.
21,781 sq. ft. –0.99 acres	1,250 sq. ft.
1 acre, up to 10 acres	1,250 sq. ft., plus 500 sq. ft. for each additional full acre after the first acre plus the percentage thereof for any additional fraction of an acre*
10.01 acres and above	5,750 sq. ft. plus 750 sq. ft. for each additional full acre over 10 plus the percentage thereof for any additional fraction of an acre*

\*Example: a 3.7 acre parcel would be allowed 1,250 square feet for the first acre, plus 500 square feet for each of the two additional full acres, plus 350 square feet for the fractional acre (.7 x 500), for a total of 2,600 square feet (1,250+500+500+350=2,600).

**Chapter 19, Sec. 12.E.3.b**

No accessory structure shall be allowed between the front lot line and the face of the principal building, except as follows.

1. On a lot or parcel that is ten (10) acres in area or greater, a detached accessory structure may be located between the front lot line and the principal building, provided that the accessory structure is set back from the front lot line a minimum of two hundred fifty (250) feet or one-third (1/3) of the depth of the lot, whichever is greater.
2. A detached accessory garage in the LR-1 Lakefront Residential District may be located between the front lot line and the principal building, provided that the structure conforms to the front yard setback requirements of Chapter 22.
3. One (1) shed or similar accessory building in the LR-1 Lakefront District with a maximum gross floor area of one hundred (100) square feet and a maximum height of eight (8) feet may be located between the front lot line and the principal building, provided that the structure conforms to the front yard setback requirements of Chapter 22.