

**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 §340-19E3b of the Zoning Ordinance (see back of sheet).
  - c. Gross ground floor area for accessory structures per §340-19D 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 final insp. (\$150.00 if submitted after starting const.)
- Stake out location of proposed structure on property
- A set of building plans for new homes (two sets if you need signed copy for your records)

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.

<b>§340-56 Single Family Residential District Regulations</b>		<b>RR</b>	<b>RS-1</b>	<b>RS-2</b>	<b>RS-3</b>	<b>RS-4</b>	<b>LR-1</b>	<b>LR-2</b>	
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	

**§340-19D**

<b>Table 1: Gross Ground Floor Area for Detached Accessory Structures in Single Family Districts</b>	
<b>Lot Size</b>	<b>Gross Ground Floor Area</b>
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).

**§340-19E3b**

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 Article VI.
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 Article VI.

# Putnam Township Zoning Compliance Permit

Permit No.: \_\_\_\_\_

Permit issued: \_\_\_\_\_

Township of PUTNAM, 3280 W. M36 \* Pinckney, Michigan 48169, 734-878-3131, fax: 734-878-2545

Owner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Code No.: 4714-\_\_\_\_ - \_\_\_\_ - \_\_\_\_ Zoning: \_\_\_\_\_ Lot Area: \_\_\_\_\_ (sq. ft. or acreage)

On \_\_\_\_\_ Side Of \_\_\_\_\_ Between \_\_\_\_\_

And \_\_\_\_\_ Roads Subdivision \_\_\_\_\_ Lot No.: \_\_\_\_\_

Size of Lot: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_

Application is made to:  Dwelling  Pole Barn  Sign  Industrial

Addition  Swimming Pool  Commercial  Deck

Garage  Accessory Bldg.  Mobile Home  Other

Type of Construction:  Brick  Stone  Frame  Cinder Block  Steel  Other (attach description)

Foundation:  Basement  Full  Part  Poured  Block  Walkout  Conventional  Crawlspace  Slab

Size of Building: Front \_\_\_\_\_ Rear \_\_\_\_\_ Deep \_\_\_\_\_ Height \_\_\_\_\_

Estimated Value: \$ \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Building Setback Feet: \_\_\_\_\_ from front property line \_\_\_\_\_ from rear line

\_\_\_\_\_ from Waterfront \_\_\_\_\_ from Wetland \_\_\_\_\_ least side \_\_\_\_\_ other side line

\_\_\_\_\_  
Attach drawing showing the following: Dimensions of property; all roads adjacent to property, indicate private or county; easements; lakes, wetlands and streams; all structures; existing or proposed septic tank and field; existing or proposed well; dimensions from buildings to property line; dimensions of proposed building.

\_\_\_\_\_  
NAME OF SEWER AUTHORITY \_\_\_\_\_ VERIFY OWNERSHIP OF PROPERTY \_\_\_\_\_ IS PROPERTY IN FLOOD ZONE

\_\_\_\_\_  
NO ZONING COMPLIANCE PERMIT WILL BE ISSUED IF THERE IS AN ORDINANCE VIOLATION!

\_\_\_\_\_  
REVIEW WETLAND MAP (OVERLAY)

*I hereby certify that all information and data attached to and made part of this application are true and accurate to the best of my knowledge and belief. I understand that there may be deed restrictions that may apply to this project. The dimensions, etc. stated are my sole responsibility and I agree to conform to all applicable laws and ordinances of this jurisdiction.*

Signature by Owner: \_\_\_\_\_

OR

Signature by Agent: \_\_\_\_\_

(requires copy of signed construction contract, permission of owner, etc.)

**OFFICE USE ONLY**

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspection: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory Fee:\$ \_\_\_\_\_ Paid \_\_\_\_\_ Date: \_\_\_\_\_

Variance Required: \_\_\_\_\_ Yes# \_\_\_\_\_ No \_\_\_\_\_

Variance Granted by ZBA: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date of ZBA Meeting: \_\_\_\_\_

Road access: \_\_\_\_\_ Private \_\_\_\_\_ County

Building Use: \_\_\_\_\_ Conforming \_\_\_\_\_ Non-conforming

Lot: \_\_\_\_\_ Conforming \_\_\_\_\_ Non-conforming

Lot of Record: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Action of Township (Zoning Administrator or Supervisor)**

**Permit**  
(Required prior to building)

**Certificate of Compliance**  
(Required prior to certificate of occupancy)

Approval \_\_\_\_\_ Date: \_\_\_\_\_

Approval \_\_\_\_\_ Date: \_\_\_\_\_

Disapproval \_\_\_\_\_ Date: \_\_\_\_\_

Disapproval \_\_\_\_\_ Date: \_\_\_\_\_