

# Dexter Township

6880 Dexter-Pinckney Rd.

Dexter, MI. 48130

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website: [www.dextertownship.org](http://www.dextertownship.org)

## ZONING ADMINISTRATIVE PROCEDURE GUIDE

- I. Requirements for Preliminary Certificate of Zoning Compliance for **CONFORMING** lots, Uses and Structures:
- A. Three (3) copies (not originals) of site plans drawn to a legible scale showing:
1. Tax description number. If not yet available, applicant is responsible for obtaining tax ID number from Washtenaw County Equalization Department.
  2. Address number or, if not yet assigned, a completed application for address.
  3. Dimensional data including, but not limited to, the following:
    - a. All lot(s) front, rear and side yard dimensions.
    - b. Also surface area of lot(s) (in square feet or acres) exclusive of any road right-of-way.
  4. Location and all dimensions of all existing and proposed building.
  5. Location of:
    - a. Well.
    - b. Septic tank and drain field.
    - c. Grinder pump, if on a sewer system. (See 12 below).
  6. Use of all abutting properties.
  7. Lake shore and river bank drainage courses, and wetlands on or near the subject property, if any.
  8. Easements including but not limited to:
    - a. Road and access easements.
    - b. Sanitary sewer easements.
    - c. Electric and gas transmission line easements, if any.
  9. Location of driveway(s) and parking provision.
  10. Location of current or proposed sign location and its description, if applicable. (Proposed signs require separate permit).
  11. Landscape and transition strips (if required).
  12. **If in sewer area district, must have stamp of approval from:**
    - a. **Multi-Lakes Sewer Authority, 12088 North Territorial Road, Dexter**
    - b. **Portage Base Lakes Sewer Authority, 10450 Merrill Road, Hamburg**
- B. Three (3) copies of construction plans. In the case of an alteration to an existing structure(s) the alteration shall be distinguished from the existing structure.
- C. Name, address, and phone number of owner and contractor, if other than owner.
- D. The Zoning Permit fee. Cash or a check payable to Dexter Township is acceptable. Please consult the Dexter Township fee schedule for the amount due. Construction on vacant land will require payment of the then current fee for recycling in addition to the fee for the two inspections.
- E. After approval of plans, a Zoning Permit will be issued and plans stamped with Preliminary Certificate of Zoning Compliance. Two (2) sets of the stamped plans and two (2) copies of the

Zoning Permit will be given to applicant who may then apply for a Building Permit from the Chelsea Area Construction Agency, 12172 Jackson Road, Chelsea, MI 48118 – (734) 475-4420.

- II. Requirements for Preliminary Certificate of Zoning Compliance for legally NON-CONFORMING Lots, Uses, and Structures:**
- A.** Note the provisions of Article 4, Section 4.05(C) of the Dexter Township Zoning Ordinance.
  - B.** If Zoning Board of Appeals (ZBA) approval is not required see Section 1 above.
  - C.** If ZBA approval is required:
    - 1.** Secure appeal form and packet from the Director of Planning & Zoning.
    - 2.** File appeal form, required materials from packet, 8 copies of site plan and 8 copies of construction plans (see I(A) above) with required fee (please consult the Dexter Township Fee Schedule) with Director of Planning & Zoning (See also section 6.03 of the Dexter Township Zoning Ordinance).
    - 3.** If approved by ZBA, follow steps I(A)-(E) above. The plot plan approved may be different from that submitted per II(C)(2) in that it must reflect the action of the ZBA.
    - 4.** Preliminary Certificates of Zoning Compliance for conforming and legally non-conforming lots, uses, and structures expire 365 days from the date of issuance. The Certificate may be renewed by the Director of Planning & Zoning after a review of all site and floor plans prior to application for renewal of a Zoning Permit.