

Sylvan Township, Washtenaw County, Michigan

Zoning Compliance Certificate Checklist:

(Additional information may be required as needed)

The following information shall be included in an application for a zoning compliance certificate:

I. **Site Plan:**

- A. Location and description of the site (address/assessor's parcel number);
- B. Property owner's name and address;
- C. Scale, north arrow, date of plan;
- D. Zoning classification;
- E. All property lines and dimensions;
- F. All proposed and existing buildings/structures, including the location, outline, general dimensions to all property lines and distances between buildings/structures;
- G. All proposed and existing streets/drives, including the general alignment, right-of-way (where applicable), surface type and width;
- H. All areas of intended filling and/or cutting (if applicable);
- I. Existing natural and manmade features to be retained or removed;
- J. The location of existing and proposed sewer, septic and drainage facilities; and
- K. The location and width of all easements on the site.
- L. Calculations of the Existing and Proposed Square Footages, Setbacks, Stories, Heights, Floor Areas, Floor Area Ratio, and Lot Coverage.

II. **Floor Plans:**

- A. All proposed usable floor level area (including basements, attics, detached accessory structures, etc.)
- B. All areas to be demolished with proposed walls and existing walls clearly indicated.
- C. All proposed rooms clearly identified and labeled for each floor level.
- D. All proposed decks, balconies, porches, garages/carports, etc.
- E. Exterior building dimensions.
- F. Doors, windows, bay windows, chimneys, stairways, etc.

III. **Exterior Elevations:**

- A. All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, trim, down spouts, exterior wall, roofing materials.
- B. Indicate both colors and materials for all exterior walls, trim, and roofing- REQUIRED SUBJECT TO ORDINANCE REQUIREMENTS FOR PLANNING COMMISSION SITE PLAN REVIEW
- C. Include full exterior dimensions.
- D. Building section(s) indicating building height and eave height to the proposed or existing grade.
- E. Retaining wall and fence elevations/profiles, indicating heights, colors, and materials.

IV. **Additional Information:**

- A. If you are doing work with the right-of-way or close to a county road please include a copy of Washtenaw County Road Commission Permit.
- B. If new sewage or well permits are required please include a copy of the permit s from the Washtenaw County Environmental Health Division.