

# Lyndon Township

of Washtenaw County

## Zoning Permit Submittal Checklist

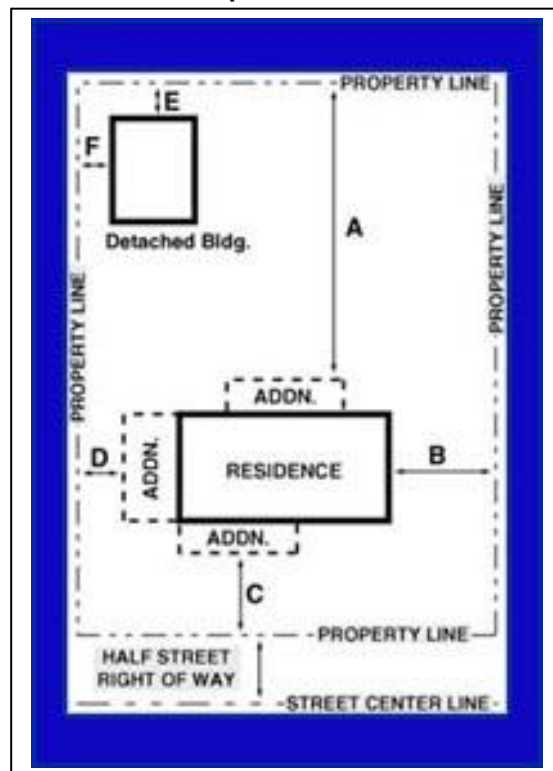
Zoning Department  
17751 N. Territorial Road, Chelsea,  
Michigan 48118  
Phone (734) 475-2401  
Fax (734) 475-2251  
ordinanceatlyndon@gmail.com  
www.twp-lyndon.org

Along with the Zoning Permit Application and if you are not the property owner a Notarized Affidavit signed by the property owner allowing you to pull permits on their behalf, please submit three (3) sets of plans with the information required below, CLEARLY AND LEGIBLY DRAWN. Unless substantiated to the satisfaction of the Township as not being pertinent to the application, the absence of any required item can result in the denial of your request for a Zoning Permit.

### 1. SITE PLAN (Required for all projects)

- North arrow, legend, and scale.
- All property lines and dimensions.
- Indicate all required setbacks.
- All public and private roads, street names, right-of-ways and on-site easements.
- Footprint of all existing and proposed buildings with new building/addition dimensions to all property lines.
- Existing and proposed retaining walls and fences.
- Existing and proposed sanitary sewers, grinder pumps, septic fields and wells.
- All impervious surfaces and decks.
- All water bodies and wet lands.
- A note stating that all storm-water runoff will be managed on the subject site is required on the site plan.

Example Site Plan



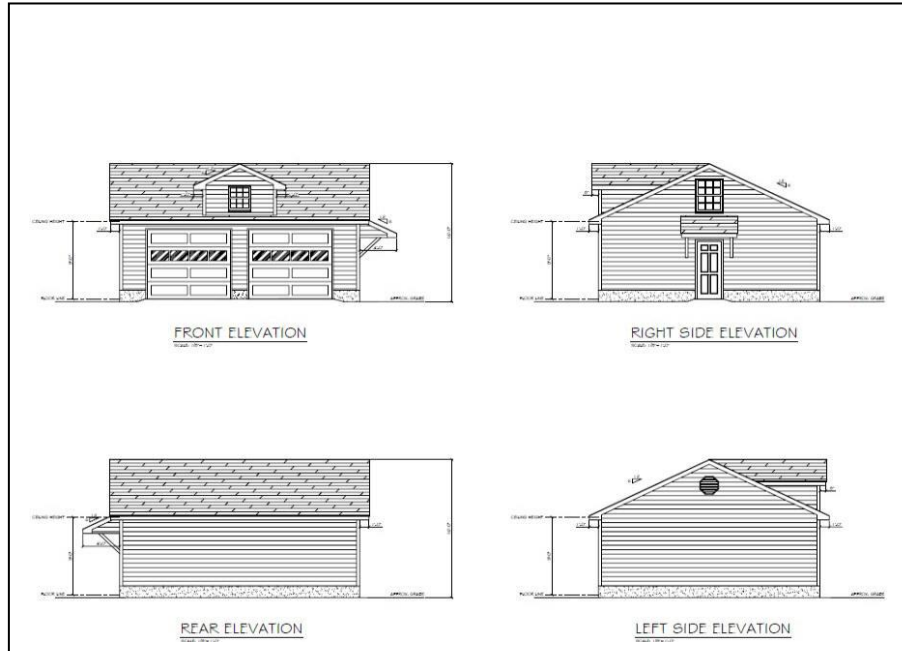
### 2. EXTERIOR BUILDING ELEVATIONS: (Required for all new structures and additions)

- All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, trim, down spouts, exterior wall, roofing materials.
- Include full exterior dimensions.

Additional requirements as requested Township staff:

- c. Indicate both colors and materials for all exterior walls, trim, and roofing.
- d. Building section(s) indicating building height and eave height to the proposed or existing grade.
- e. Profile of existing and finished grades.

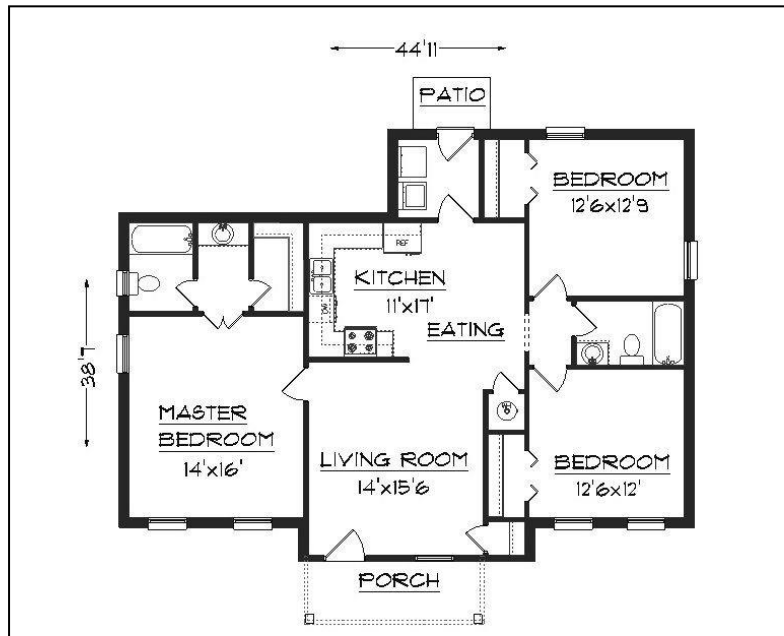
**Example Exterior Building Elevations:**



**3. FLOOR PLAN(S):** (Required for accessory structures over 200 square feet, additions and new homes)

- 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.

**Example Floor Plan:**



4. CONSTRUCTION DOCUMENTS as required by the Chelsea Area Construction Agency. (i.e. electoral, plumbing and structural plans)

5. NEW HOME CONSTRUCTION ONLY:

- a. Driveway Permit from Washtenaw County Road Commission
- b. One of the following: A Septic Permit from Washtenaw County Health Department, A Sewer permit from Multi-Lakes Sewer District, or A Sewer Permit from Sylvan Township
- c. A Well Permit from the Washtenaw County Health Department

6. ADDITIONAL REQUIREMENTS

- a. All projects that expand the building area (NSFH, Additions, Decks, Fences, ect..) require a staking inspection and/or foundation forms Inspection if required by the Lyndon Township Planning and Zoning Department. please provide the following
  - i. Lot corners must be CLEARLY staked.
  - ii. Lot lines must be marked with string for accurate lot line identification (when applicable).
  - iii. Project corners must be CLEARLY staked and the building perimeter footprint marked with string.
  - iv. Lot must be CLEARLY identified with a sign (i.e. "LOT 49" or "SMITH'S LOT") If an address is issued, address must be visible from the road.
- b. For all properties within a floodplain the following items will be needed:
  - i. An elevation certificate will be required prior to issuance of a Land Use Permit, prior to foundation inspection, and prior to the final zoning compliance.
  - ii. The building will be required to meet the regulations for flood plain areas in section 9.6 of the Township zoning ordinance.
- c. A survey prepared and stamped by a licensed surveyor may be required.
- d. A plan showing all drainage improvements may be required.

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Contact Information:

Washtenaw County Environmental Health Department  
Well and Septic Permits  
707 North Zeeb Road  
Ann Arbor, MI 48103  
Phone 734-222-3800

Washtenaw County Road Commission  
Driveway Permit  
555 North Zeeb Road  
Ann Arbor, MI 48103  
Phone 734-761-1500

Multi-Lakes Sewer Authority  
12088 N. Territorial Road  
Dexter, MI 48130  
Phone 734-426-9797

Sylvan Township Sewer  
18027 Old US-12  
Chelsea, MI 48118  
Phone 734-475-8890

Chelsea Area Construction Agency  
12172 Jackson Road  
Dexter, MI 48130  
Phone 734-475-4420