



WEBSTER TOWNSHIP

5665 Webster Church Road, Dexter MI 48130, (734) 426-5103

Application for Zoning Compliance Permit

ADMINISTRATIVE USE ONLY

Total Fees		Date Paid		Permit No	
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SUBJECT PROPERTY INFORMATION

Parcel ID		Zoning		Lot Size	
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Site Address			City/State/Zip Code		
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Yes No Is the site within 100 feet of any surface water body (rivers, lakes, etc.)?

Yes No Is the site within 400 feet of the Huron River, Arms Creek and Mill Creek?

Yes No Are there any wetlands on the property?

Yes No Are any woodlands proposed to be removed?

TYPE OF IMPROVEMENT (Check all that apply)

- | | | | |
|---|-----------|------------------------|---------------|
| New Home | Addition | Deck or Screened Porch | Pole Barn |
| Detached Garage | Pool | Demolition | Site Clearing |
| Fence | Generator | Ground Solar | Roof Solar |
| Ag-Pole Barn (Agricultural Use Exemption is required) | | Other | |

PROJECT DESCRIPTION (Use a separate sheet if necessary)

Square footage		Dimensions (L x W)		# car garage	
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Height		Type of Surface (swimming pools)		# of bedrooms	
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Proposed Use					
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APPLICANT

If applicant is not the property owner, you must attach a completed "[Letter of Authorization to apply](#)"

Primary Contact					
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Mailing Address					
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Phone Number		E-mail			
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I do hereby attest that all statements, signatures, descriptions, and exhibits submitted on/or with this application are true and accurate to the best of my knowledge and I am the property owner or I am authorized to file this application and act on behalf of the property owner and I have attached a letter of authorization to apply from the owner who grants me permission to act on his/her behalf. I acknowledge that by making this application I have consented to the entry of Township officials, employees, agents, and/or representatives for all purposes in connection with this application and to ensure compliance with Township Ordinances.

Signature of the Applicant

Date

SUBMITTAL REQUIREMENTS

Y NA

A completed application. **Incomplete Applications will NOT be processed.**

Cash or check made payable to "Webster Township". Refer to the [Township Fee Schedule](#). Credit card payments are not acceptable.

Three (3) letter size or 11 x 17 size copies of a sketch or a site plan showing all existing and proposed improvements. Refer to section 3.80.E of zoning ordinance for related requirements. Click on the link to access [Webster Township Ordinances](#).

Three (3) letter size copies of an elevation drawing indicating the maximum height of the proposed improvement.

A **PDF copy** of floor plans, footings details, elevations & cross-sections. Show locations of doors, windows & structural elements. Plans must show dimensions, lumber sizes, spans and spacing. (For new homes).

Other related information to verify compliance with the ordinance standards. Prior to applying, please feel free to call the Zoning Administrator at 734-426-5103 or via e-mail at zoningadmin@webstermi.us to discuss submittal **requirements**.

One (1) copy of the Driveway Permit or Waiver from the Washtenaw County Road Commission, if applicable.

One (1) copy of the Completed Washtenaw County Agricultural Use Exemption form (when applicable)

NOTES

1. It shall be unlawful to change the type of use of land, or type of occupancy of any building, or to extend any use on any lot on which there is a nonconforming use until the Zoning Administrator has issued a preliminary certificate of zoning compliance.
2. Webster Township requires three (3) inspections, unless waived by the Zoning Administrator. Washtenaw County will not issue Final Approval and/or Certificate of Occupancy without Final Zoning Approval from Webster Township. **Failure to obtain the required inspections may result in a Stop Work Order.**

OTHER PERMIT CONTACTS

Type of Permit	Issuing Agency	Contact
Building and Demolition	Washtenaw County Building	734-222-3900
Soil Erosion, stormwater management, site grading and clearing	Washtenaw County Water Resources Commission	734-222-6860
Driveway permits and waivers	Washtenaw County Road Commission	734-761-4500
Septic and Well	Washtenaw County Health Department	734-222-3800
Wetlands and waterbodies	Department of Environment, Great Lakes, and Energy	800-662-9278