



WEBSTER TOWNSHIP

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

Application for Site Development

ADMINISTRATIVE USE ONLY

Total Fees		Date Paid		Permit No	
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SUBJECT PROPERTY INFORMATION

Parcel ID		Is it located within Natural River District	Yes	No
Site Address		City, State, Zip Code		
Zoning		Lot Size		

TYPE OF REQUEST (Check all that apply)

Pre-application	Preliminary site plan	Final site plan	Special Landuse
Site Condominium	Open Space Preservation	PUD	Rezoning (all types)
Amendment		Other (specify)	
Comm/Ind > 2 acres	Comm/Ind < 2 acres		

PROJECT DESCRIPTION (Use separate paper as necessary)

PROPERTY OWNER/APPLICANT

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

Primary Contact			
Mailing Address			
Phone Number		E-mail	

PLAN PREPARER

Company Name			
Primary Contact			
Mailing Address			
Phone Number		E-mail	

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 Owner/ Applicant

Date

SUBMITTAL REQUIREMENTS

Incomplete Applications will NOT be processed

This Application must include all required information as noted in the pertinent sections of the ordinance. The Zoning Administrator will conduct an initial review of this application for completeness. The Zoning Administrator will notify the applicant in writing if the Township requires further information in order to consider the application “complete”. Once the application is considered complete, the application and record documents will be processed for review.

	A completed application.
	Cash or check made payable to "Webster Township". Refer to the Township Fee Schedule.
	Three (3) full size copies of site plan drawings (24" x 36" maximum size) letter including all applicable information listed in section 8.05 of the ordinance. Click on the link to access Webster Township Ordinances . Additional ten (10) copies will be requested when the plans are ready for Planning Commission review.
	Three (3) copies of any narratives, studies or supporting documents.
	One (1) PDF copy of drawings and all supporting materials.
	Additional information as necessary.

NOTES

1. Prior to applying, it is recommended call the Zoning Administrator at 734-426-5103 or via e-mail zoningadmin@webstermi.us to discuss submittal requirements.
2. 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

OTHER AGENCY CONTACTS

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