

Montrose Township Building Department

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REQUIREMENTS TO OBTAIN A ZONING COMPLIANCE PERMIT

Section 153.418 Zoning Compliance Permits. It shall be unlawful for any person to commence excavation for or construct any building or structure, make any structural changes, or move an existing building or initiate any change in use of land or buildings without first obtaining a Zoning Compliance Permit. No permit shall be issued for a land use, building use, or construction until an application has been submitted in accordance with the provisions of the Zoning Ordinance showing that the construction proposed is in compliance with the provisions of the ordinance and with the Building Code, and with other applicable codes and ordinances.

- A. Complete the attached Zoning Compliance Permit Application – **must include the following or the application will be returned.**
- Property location – including property address and parcel PID number.
 - a) **If the property location is from a new split or division, approval must be obtained from the Assessing Department. Proof of ownership such as a warranty deed or land contract is required.**
 - Type of Work – Agricultural Buildings, Fences, Pond, Excavations, Soil Excavation and Extraction Activities, Temporary Structures, Sheds and Decks less than 200 sq. ft., Land and or Building Changes of Use, etc.
 - Use of the Building – Residential, Agricultural, Commercial, Industrial, and Accessory.
 - Contractor Information
 - Description of work to be done in detail, such as building size, type of foundations, and framing details, etc.
 - Sign and date application by person applying for the permit.
 - Plot or Site Drawing showing the following: (see attached for example)
 - a) **Property lines with dimensions.**
 - b) **Location of all existing and proposed new structures with setback dimensions from property lines, bodies of water and other buildings.**
 - c) **Size dimensions for all new proposed construction work, including sizes of porches, decks, garages, pole barns, sheds, signs, etc.**
- B. If a property line cannot be easily identified by the property owner or contractor a survey will be required on all proposed construction projects where the proposed improvement is being constructed within five feet of any required front, rear and side yard setback lines as required by the Zoning Ordinance.

Please contact the Building Department if you should have any questions or need any additional information.