

**JUST A REMINDER TO CALL MISS-DIG 72 HOURS BEFORE YOU DO ANY DIGGING IN YOUR YARD AT 1-800-482-7171**

**CITY OF CHELSEA, WASHTENAW COUNTY, MICHIGAN**  
**APPLICATION: ZONING COMPLIANCE & CERTIFICATE OF OCCUPANCY**

ANY CHANGE IN PLANS AFTER APPROVAL MUST BE RESUBMITTED. PLEASE INCLUDE A SKETCH WITH YOUR PROPOSAL

DATE \_\_\_\_\_

**1. APPLICATION IS HEREBY MADE BY THE UNDERSIGNED TO:**

- |  |  |
|--|--|
| <input type="checkbox"/> CONSTRUCT NEW BUILDING                            | <input type="checkbox"/> LAND USE        |
| <input type="checkbox"/> ADD TO EXISTING BUILDING(S)                       | <input type="checkbox"/> ERECT FENCE     |
| <input type="checkbox"/> ALTER EXISTING BUILDING(S)                        | <input type="checkbox"/> ERECT A SIGN(S) |
| <input type="checkbox"/> DEMOLITION OF STRUCTURE(S)                        | <input type="checkbox"/> OTHER           |
| <input type="checkbox"/> GRADING, FOUNDATION & FOOTINGS <b><u>ONLY</u></b> |  |

FOR THE FOLLOWING USE(S) \_\_\_\_\_

- 2. THE APPLICANT(S) ARE:**  OWNER(S) OF THE PROPERTY INVOLVED.  
 ACTING ON BEHALF OF THE OWNER(S) OF PROPERTY INVOLVED.

**3. ADDRESS OF PROPERTY INVOLVED.** \_\_\_\_\_

**4. LEGAL DESCRIPTION OR TAX CODE #.** 06-\_\_\_\_\_

**5. Present Zoning .** \_\_\_\_\_ **6. Lot Area** \_\_\_\_\_ ac/sq ft. **7. Average Lot Width** \_\_\_\_\_ ft.

**8. Front Yard Setback** \_\_\_\_\_ ft. **9. Side Yard Setback** \_\_\_\_\_ ft **10. Rear Yard Setback** \_\_\_\_\_ ft.

**11. % of lot covered** \_\_\_\_\_ **12. Building Height** \_\_\_\_\_ stories \_\_\_\_\_ feet \_\_\_\_\_ inches

**13. Total Floor Area** \_\_\_\_\_ sq. ft. **14. Off street parking** \_\_\_\_\_ cars **15. Number of new building (s)** \_\_\_\_\_

**16. Minimum distance between bldgs.** \_\_\_\_\_ **17. Location of fence (attach drawing)** **18. Height of fence** \_\_\_\_\_

**19. Floor Area Ratio** \_\_\_\_\_ **20. Any public/private easement or right of way on property?** \_\_\_\_\_

**21. % of Imperv** \_\_\_\_\_

**FEES: (PAYABLE TO CITY OF CHELSEA)**

WATER/SEWER TAP IN FEES \$ \_\_\_\_\_ STORM WATER FEE \$ \_\_\_\_\_

RECYCLE FEE \$ \_\_\_\_\_ METER FEE \$ \_\_\_\_\_

STREET CUT \$ \_\_\_\_\_ ZONING FEE \$ \_\_\_\_\_

C of O \$ \_\_\_\_\_ GRADING FEE \$ \_\_\_\_\_

**TOTAL AMOUNT DUE \$** \_\_\_\_\_

**22.** THE ORIGINAL AND TWO (2) COPIES OF A PLOT PLAN, DRAWN TO SCALE, AND SHOWING EXISTING AND PROPOSED BUILDING(S) FOR SAID PROPERTY SHALL BE SUBMITTED WITH THIS APPLICATION.

**23.** I/WE \_\_\_\_\_ DO HEREBY SWEAR THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE, AND I/WE AGREE TO PERFORM ONLY THOSE ACTIVITIES STATED IN AND AUTHORIZED BY THIS PERMIT.

APPLICANT(S) SIGNATURE \_\_\_\_\_

APPLICANT(S) ADDRESS \_\_\_\_\_

PHONE# \_\_\_\_\_

ADDRESS \_\_\_\_\_

**A ZONING COMPLIANCE PERMIT** FOR THE PROPOSED USE OF SAID PROPERTY IS HEREBY:

( ) GRANTED ( ) REFUSED FOR THE FOLLOWING REASON(S)

ZONING ADMINISTRATOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**A CERTIFICATE OF OCCUPANCY FOR THE PROPOSED USE OF SAID PROPERTY IS HEREBY:**

( ) GRANTED ( ) REFUSED FOR THE FOLLOWING REASON(S)

ZONING ADMINISTRATOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ALL ZONING COMPLIANCE PERMITS ARE SUBJECT TO A TWO-(2) DAY WAITING PERIOD TO ALLOW FOR REVIEW AND SITE PLAN INSPECTION, IF NECESSARY.

PERMISSION IS GRANTED ON THE EXPRESS CONDITION THAT THE BUILDING(S) HAS OR SHALL, IN ALL RESPECTS, CONFORM TO THE ORDINANCE OF THE CITY OF CHELSEA REGULATING THE CONSTRUCTION AND OCCUPANCY OF THE BUILDING(S), AND MAY BE REVOKED AT ANYTIME UPON VIOLATION OF ANY PROVISION OF SAID ORDINANCE.

IF SITE PLAN REVIEW IS REQUIRED, PURSUANT TO SECTION 9.02 OF ORDINANCE NO. 166, AN APPLICATION FOR SITE PLAN REVIEW MUST BE SUBMITTED IN ACCORDANCE WITH SAID SECTION 9.03 AND 9.04.

SECTION 11.3C ZONING COMPLIANCE: ANY ZONING COMPLIANCE PERMIT GRANTED UNDER THIS ORDINANCE SHALL BECOME NULL AND VOID UNLESS CONSTRUCTION AND/OR USE IS COMPLETED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OF THE PERMIT.

YOU MUST CHECK WITH STATE AND LOCAL OFFICIALS REGARDING PERMITS THAT YOU MIGHT NEED.

**CERTIFICATE OF OCCUPANCY:**

NO LAND, BUILDING, OR STRUCTURE SHALL BE OCCUPIED OR USED IN WHOLE OR PART FOR ANY PURPOSE UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE CITY OF CHELSEA ZONING ADMINISTRATOR.

A TEN (10) DAY NOTIFICATION IS REQUIRED FROM THE PERMITTEE REQUESTING CERTIFICATE OF OCCUPANCY AND THAT THE PREMISES ARE READY FOR OCCUPANCY.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

C of O: PAID Yes \_\_\_\_\_ No \_\_\_\_\_ Date Paid \_\_\_\_\_