

Columbia Township

Jackson County, Michigan

8500 Jefferson Road, Brooklyn, MI 49230 • Phone (517) 592-2000 • Fax (517) 592-8115

ZONING PERMIT APPLICATION – DWELLING

(Single Family and Two-Family Dwellings and Related Accessory Uses/Structures)

References to "Section" and "Article" refer to the Columbia Township Zoning Ordinance. They are provided to assist the applicant. The references highlight parts of the Ordinance that may apply but do not necessarily identify all parts that apply.

Important Notice to Applicants: This application must be completed in full and 3 copies submitted to the Zoning Administrator (see #14). All questions must be answered completely. If additional space is needed, number and attach additional sheets. Approval of this application is required before a Zoning Permit can be issued. The erection of a building or structure, or excavation for any building or structure, prior to the issuance of a Zoning Permit and Building Permit, is a violation of the Columbia Township Zoning Ordinance.

- 1) Applicant: _____

Name	Street Address	City/State/Zip	Telephone
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- 2) Landowner: _____
(if different than applicant)

Name	Street Address	City/State/Zip	Telephone
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- 3) Applicant's Interest in Property: Owner Lessee Buy Option Other/Specify: _____
- 4) Property Address: _____ and Property Acreage: _____
- 5) Property Tax #: _____ and Zoning District: _____
- 6) Deed restrictions on parcel: Yes No
- 7) Is property in a platted subd. or condominium? If "yes", its name is: _____
- 8) Existing Use of Property: _____
- 9) Legal Description (attach sheet if necessary) _____
- 10) Names, addresses, phone #s of all other persons or entities having legal or equitable interest in the land not otherwise listed in (1) or (2): _____

- 11) This application is made for which of the following: (Check all that apply)
- Single family dwelling, Sec. 20.6 Detached Garage, Sec. 20.8 Temporary Dwelling, Sec. 20.7
- Pole Barn or other accessory building (excluding garage), Sec. 20.8
- Outdoor residential swimming pool, Sec. 20.15 Other/Specify: _____
- 12) Which of the following best describes the nature of the proposed activity?
- New dwelling and/or accessory residential use/building, on vacant property.
- Expansion, renovation and/or repair of existing dwelling and/or existing accessory residential use/building.
- Other/Specify: _____

For TOWNSHIP USE Only			
Application Number: _____		Property Tax Number: _____	
Date Received: _____		Zoning Administrator Action Taken (circle as appropriate)	
Fee Paid	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied	
1)			
2)		on the following date: _____	
Notes: _____			

13) If the property or any existing structure(s) are nonconforming, describe each nonconformity (see Article 6). These nonconformities may apply to, for example only, setbacks, lot area, lot width and building height.

14) **SUPPORTING DOCUMENTS:** 5 copies of the following materials shall be submitted along with 3 copies of this completed application.

- A. **Plot Plan including Certified Property Line Survey:** Prepared according to Sec. 2.4(B).
- B. **Proof of Property Ownership:** Attach proof of ownership of the property such as a warranty deed, land contract or other evidence of interest in the property
- C. **Deed Restrictions:** Attach a copy of all deed restrictions applicable to the subject property.
- D. **Detailed Description:** A detailed description of the proposed actions being applied for. The narrative description must be dated along with the signature of the applicant, and the preparer's signature.
- E. **Copies of Permits:** Attach copies of all permits received such as, by example, septic permit, well permit, driveway permit, wetland permit, and soil erosion/grading permit.
- F. **List of Attachments:** Check attachments as applicable and note the number of pages of each:
 - Legal Description; pages _____
 - Deed Restrictions; pages _____
 - Detailed Description; pages _____
 - Permits _____; pages _____
 - Other _____; pages _____
 - Other _____; pages _____
 - Proof of Property Ownership; pages _____
 - Plot Plan; pages _____

15) **AFFIDAVIT:** I (we) agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be voided. I (we) agree to comply with the conditions and regulations provided with any permit that may be issued, and that any permit that may be issued is with the understanding all applicable provisions of the Columbia Township Zoning Ordinance will be complied with. I (we) agree to permit officials of Columbia Township, the County and the State of Michigan to enter the property subject to this permit application for purposes of inspection, with reasonable notification. I (we) understand this is a zoning permit application and not a zoning or building permit. I (we) understand that a building permit must also be acquired according to the State Construction Code. I (we) understand that a zoning permit conveys only land use rights and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Applicant Signature(s) Date

Property Owner's(s) Signature(s) Date
(if different than applicant)

COLUMBIA TOWNSHIP BUILDING PERMIT CHECKLIST

COMMERCIAL & INDUSTRIAL PROJECTS GO BEFORE THE PLANNING COMMISSION FOR SITE PLAN REVIEW PRIOR TO PERMIT ISSUANCE

COLUMBIA TOWNSHIP REQUIRES:

1. Proof of Ownership: (Warranty Deed/Land Contract-new owner) _____
2. Completion of Building Permit Application _____
3. Homeowner Affidavit Completed if work being done by homeowner _____
4. Zoning Compliance Completed _____
5. 2 Sets of Plans/Blueprints (Lake Columbia only--1 set signed by LCPOA) _____
6. Site Drawing (Lake Columbia only--1 drawing must be signed by LCPOA) _____
7. Health Permit – Septic (New Homes & added bathrooms) _____
Well (New Homes) _____
8. Driveway Permits (unless Private Road) _____
9. Soil Erosion Permit from the Jackson County Health Department _____
10. Grinder can request form received & sent to Brooklyn DPW _____
11. Builder's License & Insurance (Current Copy of information to be on file) _____
12. Commercial buildings require fire prevention application/permit. _____

FOR OFFICE USE ONLY:

Before Certificate of Occupancy Issued:

- Electrical, Mechanical & Plumbing Final
- Health Department Well & Septic Certificate of Approval
- Soil Erosion, if necessary
- Start-up for Sewer Completed by the Village of Brooklyn, if applicable – Date _____
- Check for Total Number of Inspections & Bill for Extra Inspections
- Certificate of Occupancy Issued: Builder _____ or Homeowner _____
- Manufactured/Modular Homes: Serial # _____ and/or Model # _____
- Homestead Exemption Form

PLEASE ALLOW A MINIMUM OF 7 DAYS TO PROCESS THIS APPLICATION

From: Building Department
Columbia Township
8500 Jefferson Road
Brooklyn, MI 49230
(517) 592-2000
www.twp.columbia.mi.us

Office Hours
Mon-Thurs, 7:30 A.M. – 5:00 P.M.
Closed Friday, Saturday & Sunday

BOCA Basic Building Code – Section 114.01 Permits:

114.01 Action of Application: The Building Official shall examine or cause to be examined all applications for permits and amendments thereto within a reasonable time after filing. If the application or the plans DO NOT conform to the requirements of all pertinent laws, he shall reject such application in writing stating the reasons therefore. If he is satisfied that the proposed work conforms to the requirements of the Basic Code and all laws and ordinances applicable thereto, he shall issue a permit therefore as soon as possible.

Columbia Township Building Permit application Mandatory Procedure:

1. Proof of Ownership: Warranty Deed or Land Contract. The person holding the land contract will need to give written permission stating there are no objections to the application or construction on this parcel, etc.
2. Completion of Building Permit Application
3. Two (2) complete sets of construction plans with specifications that meet BOCA code. Include the following with the construction plans:
 - Plot Plan: Showing setbacks, as stated in Columbia Township Zoning Ordinance for this parcel of land, and dimensions of the land.
 - Foundation Plan: With Dimensions
 - Floor Plan: Show each floor with dimensions
 - Cross Section: Show specifications and energy code and basement or crawl space construction.
 - Rescue or Egress
 - Windows in basement: Must have a minimum clear opening of 5.7 sq.ft. The minimum net clear opening dimension shall be 24” and the minimum net clear opening width dimension shall be 20”.
 - Scale of Plans: ¼” to 1’
 - Attached Garage: Shall be constructed the same as the house with treated bottom plate
4. Approved permits from the Jackson County Health Department, located at 1715 Lansing Ave., Ste 221, Jackson, MI 49202, (517) 788-4433, for well and septic systems. If the property is located within 300 feet of a sewer line, hook-up to the public sewer system is mandatory. Appropriate forms for the grinder can installation need to be filled out with the Township prior to a building permit being issued.
5. The lot lines and the construction (house or addition) must be staked out. The establishment of the lot lines is the owner’s responsibility.
6. It is advisable to make application to the appropriate companies for electrical and gas service at the time the building permit is filed. Consumers Power Company Request Center telephone number is (800) 272-5122.

7. If the construction is at Lake Columbia, you should contact their office for possible deed or Association bylaw restrictions
8. If the homeowner is doing the work, he/she will have to sign an affidavit of doing own work.
9. If the general contractor is doing the work, he will have to sign the permit and list the following:
 - License Number with expiration date
 - MESC Number
 - Federal ID Number
 - Workman's Comp and Insurance Carrier
10. One set of construction plans will be kept on permanent file by the Building Department of Columbia Township. The second set will be returned with the building permit and must be on site.
11. One set of site plans submitted to Jackson County Drain office for any activity within 500 feet of a lake/stream/conduit or involving 1 acre or more of land, to determine if a soil erosion permit is needed.
12. A driveway permit must also be obtained prior to applying for your building permit. Contact the Jackson County Road Commission, 2400 Elm Road, Jackson, MI 49201. Their telephone number is (517) 788-4230.
13. Commercial buildings require fire prevention application/permit.

After the Permit is Issued:

- Post the permit so that it is visible from the road and the inspections can be noted. Inspections are not completed until the card is signed by the inspector(s).
- For ALL inspections, **please call the inspector directly**. Inspectors numbers are found on your permit you received from the Township.

After the final inspections are completed, a Certificate of Occupancy from the Zoning Administrator will be issued upon request. Please call the Township office.

Extra Inspections

- The Building Permit, Electrical Permit, and Mechanical Permit fees cover the permit cost and necessary inspections. Any inspections scheduled which cannot be approved will incur an additional charge equal to the current charge per inspection.

Grinder cans cannot and will not be started up until the following is completed:

1. Electrical Inspection has been completed and approved for the house control panel to the can control panel
2. Plumbing Inspection has been completed and approved for hook-up from the house to the grinder can.

Once these are approved, please contact the Township to schedule your grinder can start-up. Please note: Failure to follow rules for the sewer installation and start-up process will result in additional fees and charges should extra work be required at your property above the amounts quoted for the installation. Also, if appropriate steps are not taken to schedule the start-up and there is a problem with the sewer (i.e. a back-up in your basement because the system was never turned on) you are responsible for all charges related to the problem.

Application for Plan Examination and Building Permit

COLUMBIA TOWNSHIP
8500 JEFFERSON ROAD
BROOKLYN, MI 49230

PERMIT # _____

CHECK FOR ANY DEED RESTRICTIONS
APPLICABLE TO THIS PROPERTY AND/OR THIS
CONSTRUCTION

COST OF CONSTRUCTION _____

APPLICANT TO COMPLETE ALL ITEMS IN SECTIONS I, II, III, IV, V, AND VI
Please Note: Separate applications must be made to the appropriate division for Plumbing, Mechanical and
Electrical work

I. PROJECT LOCATION

ADDRESS _____

PARCEL # _____

CITY _____ TOWNSHIP _____ ZIP CODE _____

II. IDENTIFICATION

A. OWNER OR LESSEE

NAME _____ E-MAIL ADDRESS _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

B. ARCHITECT OR ENGINEER

NAME _____ E-MAIL ADDRESS _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

C. CONTRACTOR

NAME _____ E-MAIL ADDRESS _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

BUILDERS LICENSE NUMBER _____ EXPIRATION DATE _____

FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION _____

WORKERS COMPENSATION INSURANCE CARRIER OR REASON FOR EXEMPTION _____

MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION _____

III. TYPE OF IMPROVEMENT AND PLAN REVIEW

A. Type of Improvement

- | | | | |
|--|--|---|------------------------------------|
| 1. <input type="checkbox"/> New Building | 2. <input type="checkbox"/> Addition | 3. <input type="checkbox"/> Alteration | 4. <input type="checkbox"/> Repair |
| 5. <input type="checkbox"/> Demo | 6. <input type="checkbox"/> Mobile Home Set-Up | 7. <input type="checkbox"/> Foundation Only | |
| 8. <input type="checkbox"/> Premanufacture | 9. <input type="checkbox"/> Relocation | | |

B. Reviews to be performed

1. Building 2. Plumbing 3. Mechanical 4. Electrical 5. Energy

IV. PROPOSED USE OF BUILDING

A. Residential- for "demolition", Show most recent use

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> One Family | <input type="checkbox"/> Two or more Family | <input type="checkbox"/> Hotel, Motel | |
| | No. of Units _____ | No. of Units _____ | |
| <input type="checkbox"/> Attached Garage | <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Finish Basement | <input type="checkbox"/> Pool <input type="checkbox"/> Other |

B. Non-Residential- For "demolition", show most recent use:

- | | | |
|---|--|--|
| <input type="checkbox"/> Amusement | <input type="checkbox"/> Church, Religious | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Parking Garage | <input type="checkbox"/> Service Station | <input type="checkbox"/> Hospital, Institutional |
| <input type="checkbox"/> Office, Bank, Professional | <input type="checkbox"/> Public Utility | <input type="checkbox"/> School, Library, |
| <input type="checkbox"/> Store, Mercantile | <input type="checkbox"/> Tanks, Towers | Educational |
| | | <input type="checkbox"/> Other |

Non-Residential – Describe, in detail, proposed use of building, e.g. food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

V. SELECTED CHARACTERISTICS OF BUILDING

A. Principle Type of Frame

- | | |
|--|--|
| <input type="checkbox"/> Masonry, Wall Bearing | <input type="checkbox"/> Reinforced Concrete |
| <input type="checkbox"/> Wood Frame | <input type="checkbox"/> Other |
| <input type="checkbox"/> Structured Steel | |

Total Permit Fee \$ _____

Approved BY: _____

Authority: P.A. 230 of 1972, as amended
Completion: Mandatory to Obtain Permit
Penalty: Application must be completed, signed and proper fee enclosed

COLUMBIA TOWNSHIP WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS



GRINDER CAN INSTALLATION AND/OR RELOCATION REQUEST FORM

NOTE: All requests for grinder can installation; relocation and abandonment quotes or work to be done MUST come from this Township Office. The Village of Brooklyn WILL NOT respond to any requests unless instructed to do so by this Township Office.

DATE: / / 20__

QUOTE FOR: (check one)

<input type="checkbox"/> New Installation	<input type="checkbox"/> Relocation	<input type="checkbox"/> Abandonment
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WORK REQUESTED (check one)

<input type="checkbox"/> New Installation	<input type="checkbox"/> Relocation	<input type="checkbox"/> Abandonment
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PROPERTY OWNER:

NAME (First)	(Last)	TOWNSHIP	LAKE
STREET ADDRESS		CITY	STATE
E-MAIL ADDRESS		HOME PHONE NUMBER ()	CELL PHONE NUMBER ()

BUILDER/CONTRACTOR (If applicable):

NAME OF BUSINESS	NAME (First)	(Last)	
STREET ADDRESS		CITY	STATE
E-MAIL ADDRESS		BUSINESS PHONE NUMBER ()	CELL PHONE NUMBER ()

OFFICE USE ONLY:

Prints reviewed by the Village for location or relocation YES NO DATE: _____

Quote provided by the Village: Materials/Installation Cost \$ _____
 DATE: _____ Township Connection Fee \$ _____

TOTAL COST \$ _____

- Easement signed by property owner DATE: _____
- Grinder installation and inspection by Village DATE: _____
- Witness/Depiction sheet provided by the Village DATE: _____
- Electrical Permit pulled by property owner/builder DATE: _____
 - Inspection completed DATE: _____
- Plumbing Permit pulled by property owner/builder DATE: _____
 - Inspection completed DATE: _____
- Start-up completed by the Village DATE: _____
- Easement and Witness/Depiction sheets sent to County Drain Commissioner DATE: _____

If any work is done by the homeowner builder that has not been authorized by permit a fee will apply and homeowner will be responsible for all maintenance and replacement costs associated with the sewer.

Table 3-4¹
SITE DEVELOPMENT REQUIREMENTS¹

All principal land uses, structures and buildings shall comply with the site development requirements of Table 3-4 unless otherwise specified by this Ordinance. See Footnote 1.

See Section 3.7 for the Residential Manufactured Housing Community site development requirements.

See Article 4 for Planned Unit Development (PUD) site development requirements.

See Section 20.8 for accessory structure and building requirements.

Zoning District	Minimum Lot Area	Minimum Lot Width and Frontage	Maximum Building Heights	Maximum Lot Coverage	Minimum Yard Setback ⁴		
					Front ⁴	Side ⁴ (each)	Rear ⁴
AG Agricultural	1 acre	200 ft. ²	35 ft. ³ and 2.5 stories	10%	35 ft. ⁴	20 ft. ^{4,5}	50 ft. ⁴
RR Residential Rural	20,000 sq. ft.; 35,000 sq. ft. for TFD	90 ft. ²	35 ft. ³ and 2.5 stories	20%	35 ft. ⁴	20 ft. ^{4,5}	50 ft. ⁴
RS Residential Suburban	10,000 sq. ft.; 15,000 sq. ft. without SS	80 ft. ² 110 ft. for TFD	35 ft. ³ and 2.5 stories	30%	25 ft. ⁴	10 ft. ^{4,5}	25 ft. ⁴
RLS Residential Lakefront Suburban	10,000 sq. ft.; 15,000 sq. ft. without SS	80 ft. ²	35 ft. ³ and 2.5 stories	30%	25 ft. ⁴	10 ft. ^{4,5}	50 ft. for waterfront lot, otherwise 25 ft. ⁴
RU Residential Urban	5,000 sq. ft.; ¹⁰ 15,000 sq. ft. without SS	60 ft. ²	35 ft. ³ 2.5 stories	40%	20 ft. ⁴	10 ft. ^{4,5}	25 ft. ⁴
R-MF Residential Multiple Family	10,000 sq. ft.; 15,000 sq. ft. without SS	80 ft. ²	40 ft. ³ 3.0 stories	25%	25 ft. ⁴	10 ft. ^{4,5}	25 ft. ⁴
GO General Office	30,000 sq. ft.	150 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	15 ft. ^{4,6}	35 ft. ⁴
C-1 Commercial Local	15,000 sq. ft.;	100 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	15 ft. ^{4,6}	35 ft. ⁴
C-2 Commercial General	30,000 sq. ft.	200 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	15 ft. ^{4,6}	35 ft. ⁴
C-3 Commercial Highway Service	30,000 sq. ft.	200 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	15 ft. ^{4,6}	35 ft. ⁴
I-1 Industrial Light	1 acre ⁸	200 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	25 ft. ^{4,6}	35 ft. ⁴
I-2 Industrial General	2 acres ⁸	200 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	25 ft. ^{4,6}	35 ft. ⁴
R&D Research & Development	5 acres ⁹	250 ft. ^{2,9}	35 ft. ³	50%	35 ft. ^{4,7}	15 ft. ^{4,6}	35 ft. ⁴

TFD = Two family dwelling SS = Sanitary Sewer

See following pages for Table 3-4 Footnotes.

Columbia Township Property Owner's Affidavit

To be signed by actual owner requesting permission to do his/her own work

The undersigned, having made application to the Township of Columbia for a Building Permit and having been advised as to the provisions of public Act 299 of the public Acts for the year 1980, as amended, requiring that any persons engaging in the business of a residential builder, and so forth, shall be licensed, says that he is exempt from the provisions of the said act by reason of:

Doing own work:

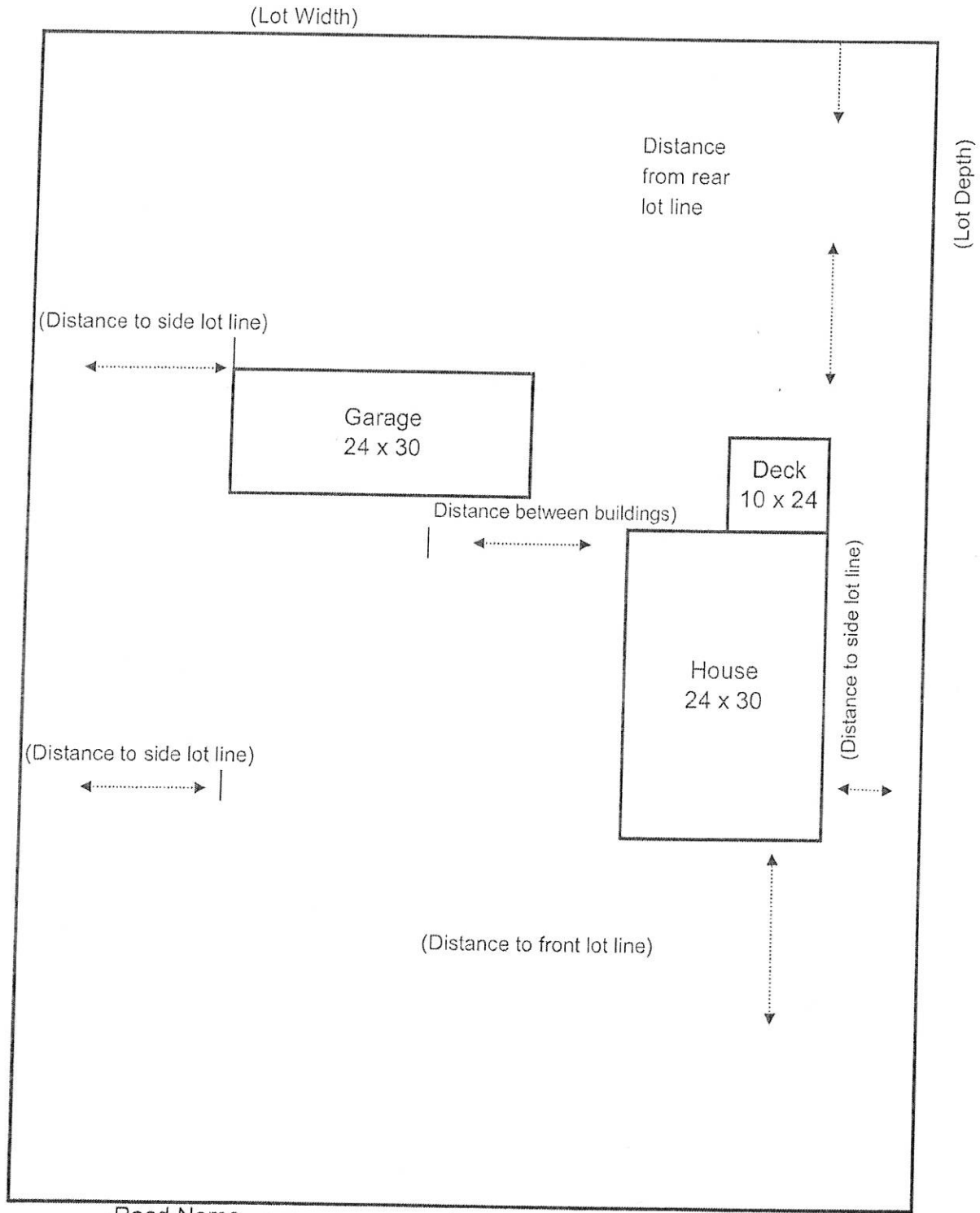
Signature of Owner

Print Full Name

Property Address

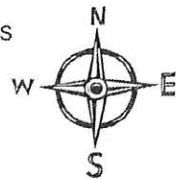
X. Site or Plot Plan- For Applicant use

SAMPLE



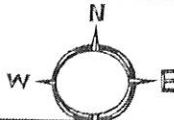
Information needed on site Plan: To include overhead power line locations

Indicate direction of north within the circle:



X. Site or Plot Plan- For Applicant Use

Indicate direction of North within the circle:



No Building Permit will be issued unless all set-back dimensions are shown on the drawing.