



Columbia Charter Township
Jackson County, Michigan
8500 Jefferson Road
Brooklyn, MI 49230

Phone: (517) 592-2000
Fax: (517) 592-8115
www.twp.columbia.mi.us

ZONING PERMIT APPLICATION

Important Notice to Applicants: This application must be completed in full and submitted to the Zoning Administrator for review. The erection of a building or structure, or excavation for any building or structure, prior to the issuance of a Zoning Permit and/or Building Permit, is a violation of the Columbia Charter Township Zoning Ordinance.

Project Address: _____

Parcel Number (Tax ID): 000-____ - ____ - ____ . **Zoning District:** _____

Owner Information:

Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____

Contractor:

Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____

Project Description:

Dimensions – (Proposed Structures):

Total Square Feet: _____ Fence: _____ (total linear feet)

Setbacks – (Distance from Lot Lines):

Front: _____ Rear: _____ Side L: _____ Side R: _____

Applicant Certification: I/we hereby certify that all structures and uses for which this application is made shall conform to the Ordinances of Columbia Charter Township, Jackson County, and the State of Michigan. All information submitted for this permit is to my/our knowledge accurate. If the information is determined either now or in the future to be inaccurate the permit shall be void and any structures built or uses approved may be in violation of the required ordinances and must otherwise be brought into compliance with all regulations. I/we agree to permit officials of Columbia Charter 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/may 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. The accuracy of the lot lines, dimensions and other information presented in the project plans are the sole responsibility of the property owner and in NO way does the Zoning Inspector signature on the permit guarantee the accuracy of the information provided by the applicant for this permit.

Applicant Signature(s) Date

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



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Zoning & Building Permit

Submittal Requirements Checklist

Along with the Zoning/Building Permit Application Please submit two (2) sets of plans with the information required below, drawn clearly & legibly.

1. SITE PLAN:

(Required for all projects)

- North Arrow.
- All property lines and dimensions.
- All required setbacks.
- All public and private roads, street names, rights-of-way, and on-site easements.
- Footprint of all existing and proposed buildings and structures with dimensions for the new building, structure, or addition.
- Existing and proposed fences and retaining walls.
- Existing and proposed sanitary sewers, septic systems, and wells.
- All driveways and other impervious surfaces.
- All water bodies, floodplains, and wetlands.
- Property boundaries and project staked on-site prior to issuing a permit and during construction.

2. BUILDING / CONSTRUCTION PLANS:

(Required for all new structures and additions)

- All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, etc.
- Include full exterior dimensions of structure (height and width of structure on all sides).
- Building section plans indicating building height and eave height to the proposed or existing grade.

3. FLOOR PLANS:

(Required for accessory structures over 200 square feet, additions, and new homes)

- All proposed usable floor level area (including basements, attics, detached accessory structures, etc.)
- All areas to be demolished with proposed walls and existing walls indicated.
- All proposed rooms clearly identified and labeled for each floor level.
- All proposed decks, balconies, porches, garages, etc.
- Doors, windows, bay windows, chimneys, stairways, etc.