



Williamstown Township

4990 Zimmer Rd., Williamston, MI 48895
WilliamstownTownship.com
P. (517)655-3193 | F: (517)655-3971

IN ORDER TO OBTAIN A BUILDING/GRADING PERMIT FOR A **POND OVER ½ ACRE**, THE FOLLOWING DOCUMENTS ARE REQUIRED:

- COMPLETED BUILDING PERMIT APPLICATION
- PROOF OF OWNERSHIP
- COPY OF CURRENT BUILDERS LICENSE (or have one on file at Township Office)
- SIGNED INSURANCE ADDENDUM (commercial buildings are exempt)
- A **COMPLETE PLOT PLAN PREPARED BY A REGISTERED CIVIL ENGINEER WITH THE FOLLOWING INFORMATION AND FEATURES:**
 - The drawing must be drawn to scale
 - It must show the existing and proposed topography of all proposed disturbed areas and a minimum of 25 feet beyond, at one-foot contour intervals
 - Wetlands, lakes, and streams within 500 feet must be delineated
 - The property lines of the subject property must be shown
 - The setbacks of the pond from property lines must be specified
 - The footprint of buildings within 200 feet must be delineated, including buildings on adjacent parcels
 - Location of all underground or overhead utilities, well and septic drain field
 - Directional North
 - Road location
 - The total area of disturbance must be specified (sq. ft. or acres)
 - Details concerning the pond must be provided, including:
 - High water elevation
 - Square feet of pond surface at the high-water elevation
 - Depth of pond at deepest point
 - Cubic yards of earth to be excavated to create pond; amount of soil to be retained on site
 - The drawing must indicate existing and proposed drainage paths affected by the pond, with an indication how they will be altered (i.e., direction, volume, etc.)
 - Provide a U.S.G.S. map illustrating the pond location
 - Indicate permits that have been applied for or obtained, where applicable:
 - Soil Erosion and Sedimentation Pollution Control from Ingham County Drain Commission (517) 676-8395
 - MDEQ Wetlands from State of Michigan
 - Township Wetlands
 - Township Wetlands Buffer
- SITE PLAN REVIEW APPLICATION
- APPLICATION FEE

BUILDING PERMIT APPLICATION

TOWNSHIP OF WILLIAMSTOWN PLEASE PRINT

PHONE (517) 655-3193 | FAX (517)655-3971

B,P. No. _____
Final Date _____

Date _____

Application for: New Construction Remodel Addition Accessory Demolition Reroof
 Deck Pool Sign Grading Other

Describe Work:			
Street Address		City	Post Office
Lot No.	Subdivision	Email	
Owner	Mailing Address	ZIP	Phone
Contractor	Mailing Address	ZIP	Phone License No.
Architect or Designer	Mailing Address	ZIP	Phone Registration No.
Engineer	Mailing Address	ZIP	Phone Registration N
Size of Structure or Addition	Valuation of Work \$	Permit Fee	

NOTICE

This permit becomes null and void if work or construction is not commenced within 6 months, or if work or construction is suspended or abandoned for a period of 6 months at any time after work is commenced. A true copy of the plans of said building are attached. It is understood that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction.

I understand the this is an application for permit and does not guarantee approval or issuance of said permit.

Signature _____ Date

FOR TOWNSHIP USE ONLY

Water & Sewer <input type="checkbox"/> Private <input type="checkbox"/> Pubic Water Permit No. _____ Sewer Permit No. _____ Sewer Final Inspection _____ Soil Erosion Permit No. _____ Driveway Permit No. _____	Zoning District _____ Occupancy Group _____ Sidwell No. _____ Building Site Plan _____ Approved by _____ Date _____
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Permit to be sent to: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor # _____ Application Accepted By: _____ Date _____ Fee Received: _____ Date _____ By _____ Receipt No. _____	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Conforming <input type="checkbox"/> Wetlands <input type="checkbox"/> Nonconforming If Nonconforming Assessed Value of Structure: _____
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_____ (Building Official) <input type="checkbox"/> Approved <input type="checkbox"/> Denied Building Permit No. _____ Date of Issue _____	Proposed Construction or Use <input type="checkbox"/> Conforming <input type="checkbox"/> Nonconforming If Nonconforming Variance <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions Date _____
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SPECIAL CONDITIONS: _____ _____ _____ _____	Special Use Permit <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions Date _____ Site Plan <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions Date _____
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NOTE: ALL CONSTRUCTION SHALL COMPLY WITH THE PROVISIONS OF THE MICHIGAN RESIDENTIAL CODE OF _____ (Year)

POND REGULATIONS IN WILLIAMSTOWN TOWNSHIP

Proposed construction of a pond that is less than one-half acre in area AND involves 50 cubic yards or less of excavation does not require a permit from the Township. The pond must be normally and customarily incidental to a single-family residential or agricultural use. [§27.02(B)(2)(c); §2.11(A)(2)]

Proposed construction of a pond that is less than one-half acre in area but involves more than 50 cubic yards of excavation requires a **building/grading permit**. Applicants must complete a grading permit application and submit a grading plan, prepared by a registered surveyor or engineer, showing the approximate shape, dimensions, and depth of the pond, setbacks from property lines and structures, and existing and proposed elevations on the site. [§2.11(B)]

FEE: \$95.00*

Proposed construction of a pond that is one-half acre or greater in area requires site plan review and a building/grading permit. The Planning Commission initially reviews site plans, but the Township Board takes final action. Applicants proposing a pond that is one-half acre or greater must complete a site plan review application and submit a drawing, prepared by a registered civil engineer, with the following information and features: [§27.02(B)(1)(f)]

- The drawing must be drawn to scale.
- It must show the existing and proposed topography of all proposed disturbed areas and a minimum of 25 feet beyond, at one-foot contour intervals.
- Wetlands, lakes, and streams within 500 feet must be delineated.
- The property lines of the subject property must be shown.
- The setbacks of the pond from property lines must be specified.
- The footprint of buildings within 200 feet must be delineated, including buildings on adjacent parcels.
- The total area of disturbance must be specified (sq. ft. or acres).
- Details concerning the pond must be provided, including:
 - High water elevation.
 - Square feet of pond surface at the high water elevation.
 - Depth of pond at deepest point.
 - Cubic yards of earth to be excavated to create pond; amount of soil to be retained on site.
- The drawing must indicate existing and proposed drainage paths affected by the pond, with an indication how they will be altered (i.e., direction, volume, etc.).
- Provide a U.S.G.S. map illustrating the pond location.
- Indicate permits that have been applied for or obtained, where applicable:
 - Soil Erosion and Sedimentation Pollution Control from Ingham County Drain Commission (517) 676-8395
 - MDEQ Wetlands from State of Michigan
 - Township Wetlands
 - Township Wetlands Buffer

FEE: Building Permit: \$95.00

Site Plan Application: Residential: \$500. *

Commercial: \$2500. **

* Does not include fees for wetland/wetland buffer or state/county required permit fees.

** Applicant acknowledges that the fees may surpass escrow deposit and will be responsible for all charges to escrow account. Additional fund requirements will be made in increments of \$500.00.

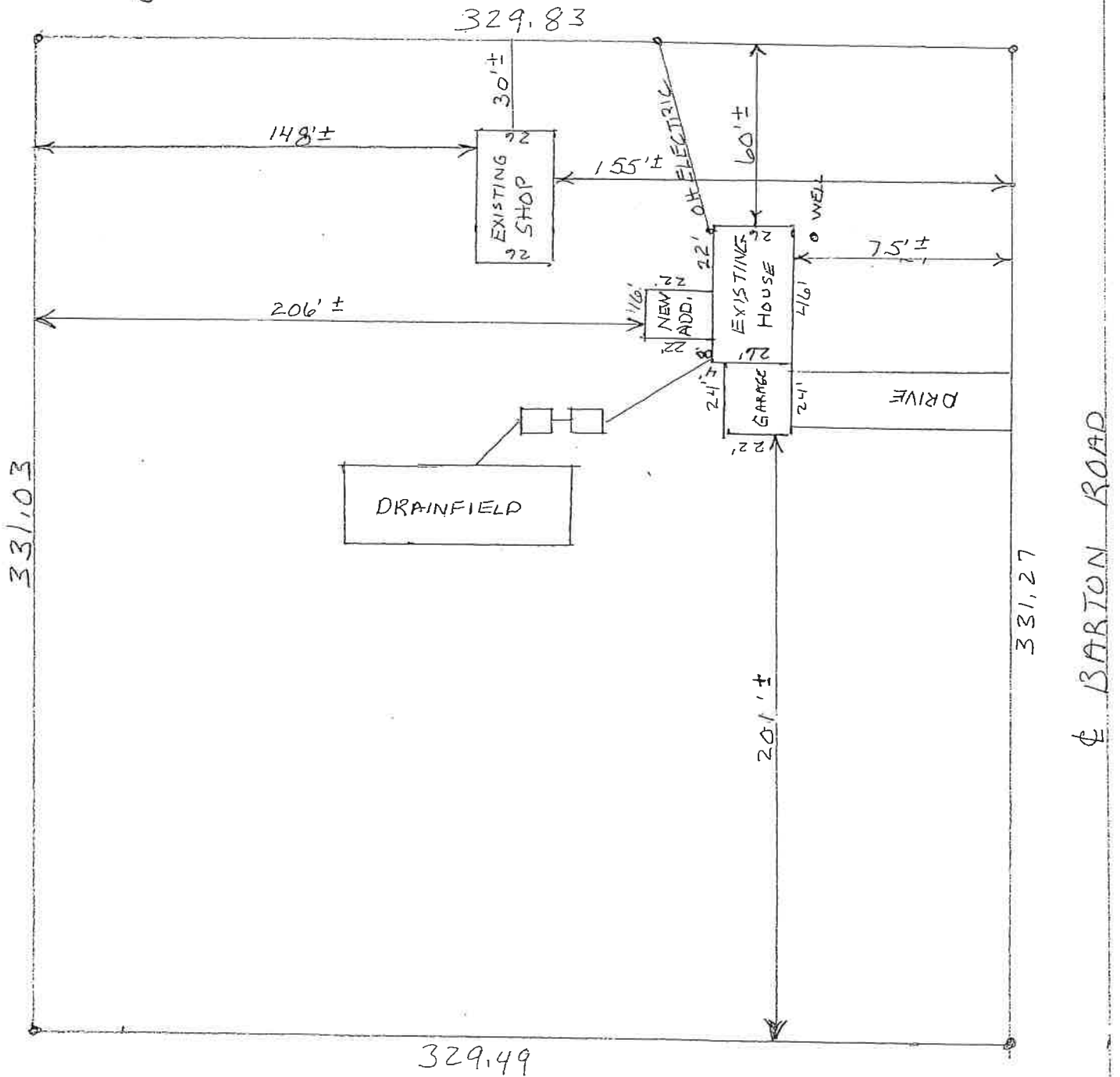
Revised 100111 (fee structure)

(increase in pond size from 1,000 sq. ft. to one-half acre; amendment approved by Township Board on December 4, 2007)

S:\PLANNING\Pond Ordinance\pond regulations 1008.doc

SITE PLAN EXAMPLE

- all set backs
- accurate lot dimensions
- underground or over head utilities
- legible



INSURANCE ADDENDUM TO BUILDING PERMIT APPLICATIONS

(To be filed by Residential Builders or Licensed Applicant)

1. Name _____ Phone _____
2. Address _____ City _____ State _____ Zip _____
3. License Number _____
Expiration Date _____
4. Insurance Company providing Commercial Comprehensive General Liability insurance for applicant _____
5. Workers Compensation Insurance Carrier _____
Or reason for exemption _____
6. IRS Employer Identification Number _____
Or reason for exemption _____
7. MESC Employer Number _____
Or reason for exemption _____

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Printed name of Applicant _____

Signature of Applicant _____

Date of Application _____

(Form for compliance with Public Act 135 of 1989 - 11-2-89)

Revised 11/25/2015

OFFICIAL USE ONLY

FEE PAID _____

DATE RECEIVED _____

PROJECT NAME _____

RECEIVED BY _____

SITE PLAN NO. _____

PARCEL NUMBER(S) _____

**WILLIAMSTOWN TOWNSHIP
APPLICATION FOR SITE PLAN REVIEW**

NOTICE TO APPLICANT: Applications for SITE PLAN REVIEW by the Planning Commission and Township Board must be submitted by noon no later than 21 business days prior to the Planning Commission meeting at which the proposal will be considered. This application must be accompanied by the data requirements specified in the Zoning Ordinance (and elsewhere on this form), including 5 fully dimensioned folded site plans, one electronic version in pdf format plus the required review fees. Regular meetings of the Planning Commission are held on the third Wednesday of odd numbered months, at 7:30 p.m., unless otherwise stated and posted, and regular meetings of the Township Board are held on the second Wednesday of the month, at 6:00 p.m., unless otherwise stated and posted. All meetings are held at the Williamstown Township Hall, 4990 North Zimmer Road, Williamston, MI 48895. Phone number: (517)655-3193. An application may be retired from the Planning Commission agenda, after notification of the applicant, if it has not appeared on at least one of three consecutive Planning Commission agendas.

TO BE COMPLETED BY APPLICANT:

I (We), the undersigned, do hereby respectfully request site plan review and provide the following information to assist the review.

NAME OF APPLICANT _____

MAILING ADDRESS _____

TELEPHONE _____

INTEREST IN PROPERTY (if not owner) _____

PROPERTY OWNERS (if different than applicant):

NAME(S) _____

MAILING ADDRESS _____

TELEPHONE _____

LOCATION OF PROPERTY:

STREET ADDRESS _____

SIDWELL (PROPERTY ID) NO. _____

PROPERTY DESCRIPTION _____

NOTE: If property is part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., "acreage parcel"), provide metes and bounds description. Attach separate sheets if necessary.

ZONING:

APPLICANT'S PROPERTY _____

ADJACENT PROPERTIES

NORTH _____ SOUTH _____ EAST _____ WEST _____

PRESENT USE OF PROPERTY _____

PROPOSED USE OF PROPERTY (IF APPROVAL IS GRANTED) _____

MULTIPLE, CLUSTER, AND PLANNED DEVELOPMENT:

TOTAL DWELLING UNITS PROPOSED _____

NUMBER OF SINGLE FAMILY DETACHED UNITS _____

NUMBER OF ATTACHED UNITS _____

NON-RESIDENTIAL DEVELOPMENT:

	DESCRIPTION	LOT COVERAGE	USABLE FLOOR AREA
RETAIL	_____	_____	_____
OFFICE	_____	_____	_____
INDUSTRIAL	_____	_____	_____
OTHER	_____	_____	_____
TOTAL NUMBER OF PERMANENT EMPLOYEES	_____	_____	_____

PLAN PREPARATION:

PLEASE PROVIDE THE FOLLOWING WITH APPLICATION:

1. 5 folded copies of required site plans, sealed by registered architect, engineer, landscape architect or community planner
2. Electronic Version of site plan in PDF on disc.
3. Proof of property ownership
4. Review comments and/or approval received from county, state or federal agencies

Application for Site Plan Review - Page 3

PLEASE NOTE:

The applicant or a designated representative must be present at all scheduled review meetings or the site plan review will be tabled due to a lack of representation. If existing sewer facilities are available, an additional fee may be required by the Township and the City of Williamston. This should be verified before proceeding with site plan review.

FAILURE TO PROVIDE TRUE AND ACCURATE INFORMATION ON THIS APPLICATION SHALL CONSTITUTE SUFFICIENT GROUNDS TO DENY APPROVAL OF A SITE PLAN OR TO REVOKE ANY PERMITS GRANTED SUBSEQUENT TO SITE PLAN APPROVAL.

APPLICANT'S ENDORSEMENT:

All of the information contained herein is true and accurate to the best of my knowledge. I understand that the Planning Commission and Township Board will not review my application unless all information in this application and the Zoning Ordinance has been submitted.

Signature of applicant(s) Date

Signature of owner(s) Date

IF JOINTLY OWNED, SIGNATURES OF ALL OWNERS (HUSBAND, WIFE, ETC.) ARE REQUIRED.

PLANNING COMMISSION RECOMMENDATION	DATE
TOWNSHIP BOARD ACTION	DATE
APPLICANT NOTIFIED OF DECISION	DATE
AUTHORIZED SIGNATURE	DATE

FEE

Residential: \$500.00

Commercial & Planned Development: \$2500. escrow deposit*.

- Multiple family
- Mobile home park
- Commercial, office, industrial
- Public or semi-public
- Telecommunications

*Applicant acknowledges that the fees may surpass escrow deposit and will be responsible for all charges to escrow account. Additional fund requirements will be made in increments of \$500.