



## ZONING COMPLIANCE PERMIT APPLICATION

Incomplete Applications will NOT be processed

### Subject Property Information

Parcel/Tax ID Number: C - 03 - - - Within the Natural River District?  Yes  No  
Project Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: Michigan Zip Code: \_\_\_\_\_ Zoning: \_\_\_\_\_ Lot Size: \_\_\_\_\_

### Property Owner

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Mailing Address: (if Different Than Above) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

### Applicant if other than the Property Owner

The applicant must submit a Letter of Agency signed by the Property Owner(s) authorizing the applicant to act on their behalf

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

### Type of Improvement

New Home  Addition  Remodel  Deck  Garage  Pole Barn  Pool  Fence  Demolition  Sign  
 Other \_\_\_\_\_

Project Description: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

Webster Township requires three (3) inspections. Washtenaw County will not issue Final Approval and/or Certificate of Occupancy without Final Zoning Approval from Webster Township

Provide anticipated dates for the following required inspections:

Staking: \_\_\_\_\_ Footing: \_\_\_\_\_ Final: \_\_\_\_\_

Failure to obtain the required inspections may result in a Stop Work Order

**Right of Entry:** Issuance of this permit shall constitute permission from the owner for the Township to conduct on-site inspections of the Subject Property as it relates to this permit

### Application & Drawing Requirements

If submitting drawings larger than 11" x 17", one copy is required to be submitted electronically as a PDF file and may be emailed to [rraiford@twp.webster.mi.us](mailto:rraiford@twp.webster.mi.us)

**All sheets must include:** The Project Address, Property Owners Name, Phone Number and Parcel/Tax ID Number

**Three (3) Plot / Site Plans Drawn to Scale:** Must show property setbacks, all existing structures & dimensions from the property lines to all new structures, additions, decks, pools, etc. Also include locations of wells, drainfields & septic tanks.

**Three (3) Sets of Construction Drawings:** Must include floor plans, footings details, elevations & cross-sections. Show locations of doors, windows & structural elements. Plans must show dimensions, lumber sizes, spans and spacing.

Lists of building materials only will not be accepted by the Washtenaw County Building Department.

**New Homes:** Include Three (3) copies of the Driveway Permit or Waiver from the Washtenaw County Road Commission

**Application Fees:** Cash or check made payable to "Webster Township". Refer to the Township Fee Schedule

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Property Owner  Applicant



Letter of Authorization to Obtain a Zoning Compliance Permit  
and / or Building Permit

Subject Property:

Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: MI \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Parcel ID C-03- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

To Whom It May Concern:

\_\_\_\_\_ is hereby authorized to act and sign  
(Print Name)  
for the purposes of obtaining a zoning compliance permit and/or building permit. I certify  
that I am a legal owner of the subject property for which a permit is to be issued and agree  
to be bound by the provisions of all applicable statutes, ordinances, rules and regulations  
as they may apply to the permits issued.

\_\_\_\_\_  
Signature of Owner

Dated: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Signature of Owner

Dated: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Owner