



12803 S. Wacousta Rd., Grand Ledge, MI 48837

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[www.watertowntownship.com](http://www.watertowntownship.com)

### How to apply for a Zoning Permit

Decks, porches, pole barns and other non-residential projects

The following items need to be submitted to the Planning & Zoning Department in order to expedite the review process:

- **A completed Zoning Permit Application** - There is a \$65.00 application fee for residential applications. This application is available online at [www.watertowntownship.com](http://www.watertowntownship.com).
  - **A Plot/Site Plan** - This drawing should include property lines, lengths of property lines, existing structures, setback of structures from property lines, distance between structures and a north arrow. (Please see the example attached)
  - **Copy of the property survey** - Please provide this if it is available.
  - **A completed Building Permit Application** - This application is available online at [www.watertowntownship.com](http://www.watertowntownship.com). If the intended project requires Electrical, Plumbing, or Mechanical Permits, they also can be found online.
  - **Copy of your Builders License** – Please provide this if applicable.
  - **Registered Deed for the property** - a registered deed has a stamp from the County Register of Deeds. If you do not have a deed to the property contact the Clinton County Register of Deeds office at (989) 224-5270.
- Or**
- **Permission from the owner if you are not the owner of record** - This is required if you are purchasing the property on land contact or if a builder is applying. A statement signed by the owner of record or a copy of the accepted bid/contract for the project is acceptable.
  - **Soil Erosion Permit** – Not all properties require this permit. It is obtained through the Clinton County Building Department at (989) 224-5180. If you are unsure if you require this permit, please call the Clinton County Building Department.

### Please Remember:

- Stakes **must** be placed on the property to indicate the location of the project and property lines **before** Zoning Inspections can be completed.
- Zoning Permits require **one to three** business days to complete.
- No work related to a proposed project, not even the moving of dirt is allowed **before** the Zoning and Building Permits are issued.