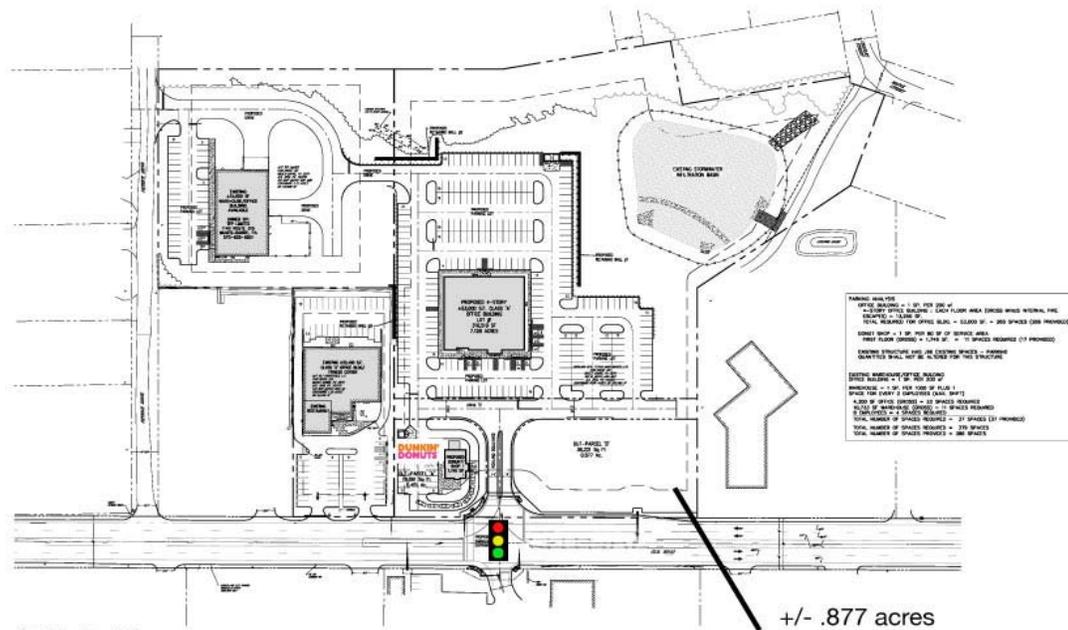


HARTLAND TOWNSHIP

SITE PLAN & DEVELOPMENT GUIDEBOOK



Proposed Office Building
 Richland South
 Route 315
 Plains Twp., PA
 February 24, 2011
 Scale 1" = 50'

Site Plan (Alternate #4)

+/- .877 acres
 273' F x 144' D



Hartland Township Planning Department

810.632.7498

2655 Clark Road, Hartland MI 48353

www.hartlandtp.com



HARTLAND TOWNSHIP BOARD OF TRUSTEES

Supervisor

William J. Fountain

Clerk

Larry N. Ciofu

Treasurer

Kathleen A. Horning

Trustees

Joseph W. Colaianne

Matthew J. Germane

Glenn E. Harper

Joseph M. Petrucci

TOWNSHIP MANAGER

James Wickman

HARTLAND TOWNSHIP PLANNING COMMISSION

Chair

Larry Fox

Vice Chair

Jeff Newsom

Secretary

Keith Voight

Joseph W. Colaianne

Sue Grissim

Mike Mitchell

Tom Murphy

TABLE OF CONTENTS

LETTER from the PLANNING DIRECTOR.....Page 1

Hartland Township Zoning Map.....Page 2

SITE PLAN REVIEW PROCESS.....Page 3

SPECIAL LAND USE REVIEW PROCESS.....Page 7

PLANNED DEVELOPMENT REVIEW PROCESS.....Page 11

CONDOMINIUM DEVELOPMENT REVIEW PROCESS.....Page 15

SIGN PERMIT REVIEW PROCESS.....Page 19

List of Contacts.....Page 23

APPENDIX

Application for Site Plan & Special Use Permits
Application for Planned Developments & Zoning Amendments
Application for Sign Permits

HARTLAND TOWNSHIP PLANNING DEPARTMENT

2655 Clark Road
Hartland, MI 48353
(810) 632-7498

www.hartlandtwp.com

Monday – Thursday 8:30 – 6:00

Troy Langer
Director

tlanger@hartlandtwp.com

Martha Wyatt
Planner

mwyatt@hartlandtwp.com

Carol Morganroth
Planning Assistant

cmorganroth@hartlandtwp.com

William Lenaghan
Code Enforcement Officer

blenaghan@hartlandtwp.com



The Hartland Township Planning Department is pleased to offer the *Hartland Township Site Plan & Development Guidebook*. The purpose of the Guidebook is to provide site plan and development review process guidance to those interested in pursuing commercial, office, industrial or multi-family development within the community. The Township supports new business and the construction of quality development that serves to enhance its economic development goals and objectives. A strong, vibrant business climate is an economic engine that leads to an improved financial base, more employment, and a service options for its growing population.

Proposed development in Hartland is governed primarily by the land use provisions contained in the Zoning Ordinance, as reviewed by the Planning Commission and the Board of Trustees. The zoning provisions cover most aspects of land use, and vary based on the size, type, impact, character, as well as proximity to residential uses. Hartland Township is a unique place and facilitating new development that serve to enhance its characteristics is fundamental to achieving the goals and objectives of the Township's Comprehensive Plan.

Each individual Guide contains an overview of the process specified, and highlights those procedures most pertinent to potential applicants. The Guides are not intended to be a substitute for thorough review of the Zoning Ordinance provisions, but instead, a summary of key process elements. The Guides also generally describe what constitutes a complete application, and describes what must be submitted for review. Accuracy is necessary to ensure that requirements are met. The Standards contained in the Guides indicate the measures by which the Planning Commission and Board review the project.

The Planning Department staff is eager and willing to help residents in making each project a success by assisting with the review process. Prior to commencement, I urge applicants to come into the Planning Department to discuss development proposals and the best path to success.

Sincerely,
Troy Langer
Director of Planning

Zoning Map

Hartland Township Livingston County, Michigan

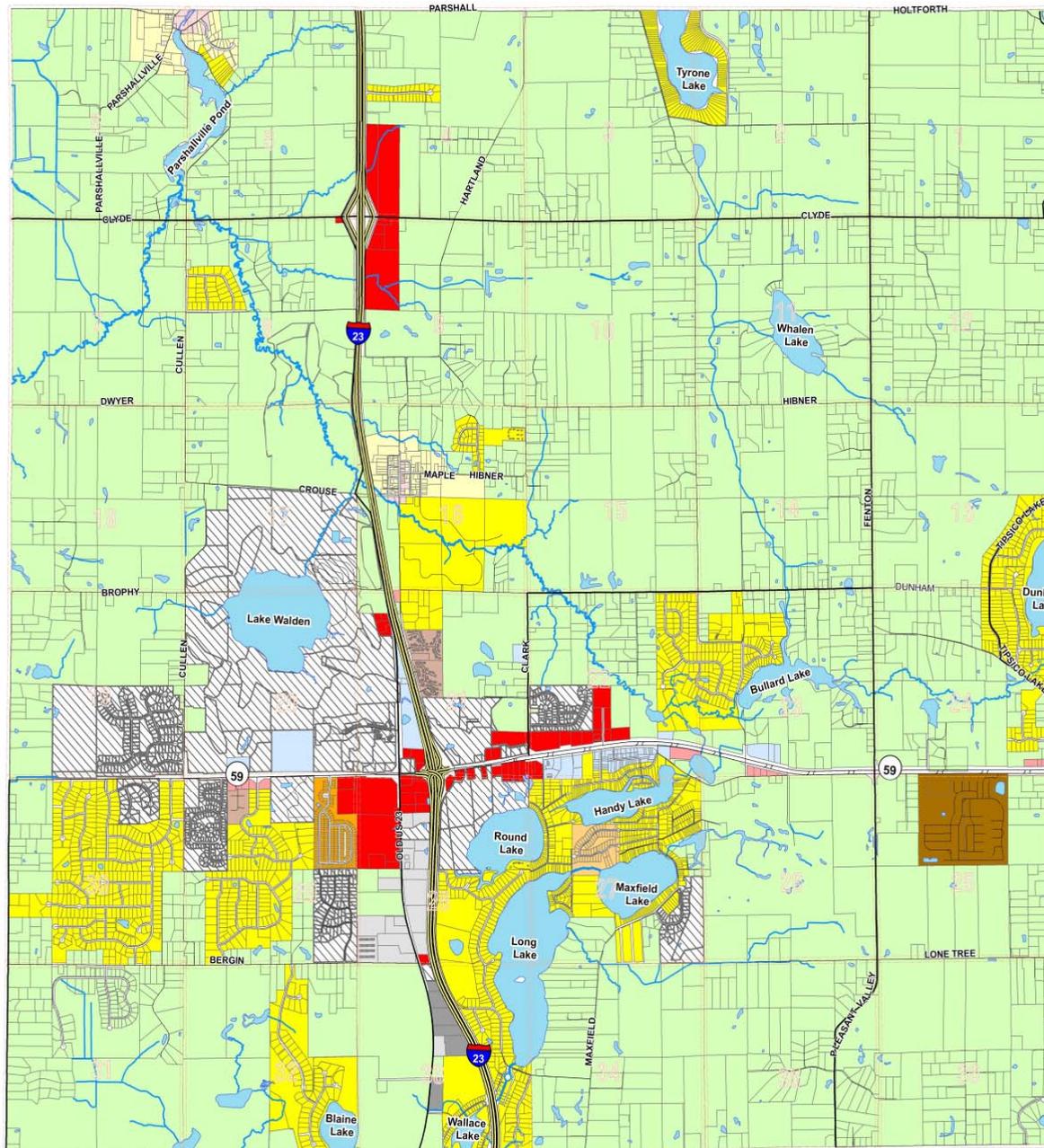


- CA - Conservation Agricultural
- RUR - Rural Residential
- RR - Residential Recreational
- STR - Settlement Residential
- RE- Rural Estate District
- SR - Suburban Residential
- MDR - Medium Density Residential
- HDR - High Density Residential
- MR - Multiple Family Residential
- MR-2 - Mobile Home Park
- OS - Office Service
- LC - Limited Commercial
- NSC - Neighborhood Service Commercial
- GC - General Commercial
- RDP - Research and Development Park
- LI - Light Industrial
- I - Industrial
- PD - Planned Development

0 0.2 0.4 0.8 Miles



Created: December 12, 2012



HARTLAND TOWNSHIP: SITE PLAN PROCESS

Introduction:

The Hartland Township Planning Department is committed to providing a high level of customer service by assisting applicants in the preparation and processing of site plans. As such, this Guide is intended to offer an overview of the site plan process by generally relaying the purpose, procedures and review factors related to development in the Township. The specific laws pertaining to all land use in Hartland Township are largely contained within the Zoning Ordinance, and this Guide should not be considered a substitute for thorough review of those requirements, but rather as a summary of the process to essentially serve as a starting point for prospective applicants.

A site plan is a series of plans and documents that describe all aspects of a proposed development. A site plan generally includes review of the use, type, lay-out, configuration, architecture, access, and operation of all forms of development other than single family residential.

The purpose of site plan review is to ensure that proposed construction complies with the Hartland Township Zoning Ordinance, which stipulates land use regulations, and other applicable regulations that ensure quality development that helps to safeguard the health, safety, and welfare of Township residents.

Site plans are required for any proposed use in the commercial, industrial, research and development, office, and mobile home park districts. A site plan is also required for non-residential uses in the residential districts.

Approval of a site plan is required before construction may begin on any development other than single family residential and farming activities. The Planning Commission is the entity that first reviews the site plan, it then makes a recommendation to the Township Board which is the final approving authority. The Planning Commission meets twice per month, as does the Board of Trustees. The approved site plan must be presented to the Livingston County Building Department before construction and Building Permit review begins.

PRIOR TO SITE PLAN PREPARATION

It is highly recommended that an applicant meet with Planning Department staff to conceptually discuss the proposal. Staff is happy to provide guidance and feedback which may assist the applicant in terms of efficiency, and should serve to prevent wasted time, effort, and dollars.

Site Plan Elements:

The Site Plan Review provisions are detailed in Article 6 – Development Procedures, of the Zoning Ordinance. The site plan application is inclusive of the application form (found on the Township’s website), along with all relevant elements contained on the site plan application checklist. The submittal is usually made on 24” by 36” sheets, with a scale no greater than one inch = 50’. The plan must include a survey and information such as topography, natural features, legal descriptions, utility information, zoning, density, yard areas, setbacks and summary table, along with owner, developer, and consultant information. Article 5 – Site Standards, contains those provisions associated with all site development, while Article 4 – Use Standards, contain provisions that are applicable to the specific use proposed. Electronic copies are necessary as well. Elements of the various plans contained within a typical site plan application are summarized as follows:

Site Development:

- Location, alignments, and widths of rights-of-way
- Utility easement, curb cut, access drive locations
- Parking lot layout and details
- Location and types of street lights, pedestrian ways, and medians or aisles proposed
- Exterior lighting plan that includes the location types, direction and intensity of site lighting, along
- Photometric plan as necessary

Engineering:

- Location, alignments, and widths of rights-of-way
- Utility easement, curb cut, access drive locations
- Location and types of street lights, pedestrian ways, and medians or aisles proposed

Building Development:

- Location, dimensions and setbacks of all proposed and existing buildings and structures
- Wall, fence, and dumpster locations and dimensions
- Relationship of the buildings and structures to the site
- Floors plans, use of all floor spaces, dimensions of interior walls, ingress/egress, windows, and other structural information
- Roof plan, roof mounted mechanical equipment, and proposed screening

Architecture:

- Architectural renderings depicting the façade treatment including colors and materials
- Sample boards with physical examples of materials to be used, including paint chips

Landscaping:

- Location and description of all landscaping and surface treatment (all areas)
- Key depicting the material size at planting and maturity of all materials
- Maintenance and irrigation plan
- Location and description of mechanical/utility equipment, trash containers, and site furniture/amenities

Site Plan Review Process:

An applicant is encouraged to discuss conceptual site plan proposals with the Planning Department prior to preparing the formal application. The discussion is advantageous in terms of allowing the applicant to obtain preliminary feedback on the basic elements of the proposal, and to obtain specific information on the review process as it applies to a specific proposal.

INFORMAL REVIEW:

The Zoning Ordinance provides the opportunity for an informal review to take place with the Site Plan Review Committee. This review is more detailed in scope and if desired, can include input from other Township Departments, consultants, and/or agencies as deemed necessary. Information sought by the applicant at this meeting may include comments on the proposed use, configuration, building types, architecture, and similar zoning requirements in addition to comments on the engineering plans, utility service plans, traffic and road construction plans, and fire and public safety requirements. Depending on the scope of the meeting and the need to include outside consultants, a fee may be required to cover Township costs.

APPLICATION SUBMITTAL:

- Five complete sets must be submitted prior to the established cut-off date,
- Site plan review fee is paid, and escrow account is established to cover review and processing by Township consultants (as necessary)
- Site plan is reviewed by the Planning Department for compliance with the Zoning Ordinance and other applicable laws and regulations
- Site plan is forwarded to other departments and agencies for review and comment, including, but not limited to the Department of Public Works, Fire Marshall, Sheriff's Office, Livingston County Road Commission, Michigan Department of Transportation, M-59 Corridor Committee (as required)
- Plans are reviewed by the Township's engineering consultants
- Applicant is informed of compliance issues and changes required
- Application is scheduled for consideration at the next available Planning Commission

PLANNING COMMISSION REVIEW:

The Planning Commission studies the site plan and makes a recommendation to approve, approve with conditions or reject the plan. Included in its consideration, is the Planning Department review and recommendation, along with the reviews of other departments and agencies. Its decision, and the basis for the decision, must be documented in writing, typically in the minutes of the meeting. The Planning Commission may require changes prior to a decision, and may require the applicant to revise and resubmit.

It should be noted that when at least three members of the Planning Commission deem it necessary, or when the applicant requests it, a public hearing on the proposal may be required.

BOARD OF TRUSTEES APPROVAL:

The Board of Trustees makes the final decision on a site plan application. Upon receipt of a written recommendation on the site plan, the Township Board shall approve, approve with conditions or deny the site plan. Once approved, the final site plan is stamped "Approved" and is signed by the appropriate Township officials. The applicant may then seek Building Permits.

Once approved, the plan is valid for one year. If the project has not commenced, or an extension granted, the plan becomes null and void.

Site Plan Standards:

The site plan must conform to all applicable provisions of the Zoning Ordinance, including use standards, site standards, and compliance with zoning district provisions. In addition, the proposal must meet the review standards as contained in Section 6.1.6 the Zoning Ordinance, which are summarized as follows:

- Conforms with all Zoning Ordinance regulations and other applicable laws and ordinances
- Will not be injurious, and protects the general health, safety, welfare and character of the Township
- Meets Hartland Township specifications for fire/police protection, water/sewer supply and treatment, and other public facility services
- Provides for the proper expansion of streets, and exhibits a appropriate relationship between thoroughfares, drives, parking lots, and access points
- Development will not detrimentally affect or destroy natural features
- Landscaping and screening is provided
- Drainage is adequate to handle storm water runoff

-
-
- Proposed improvements are coordinated with other area development, and logically phased
 - Grading and filling will not negatively impact the site character or surrounding area
 - Meets the spirit and purpose of the Zoning Ordinance and aligns with the Township’s objectives

Livingston County Building Department:

Once approval from Hartland Township is received, the applicant may then proceed to Livingston County to apply for building and construction permits. Information on the permitting process can be found in the [Livingston County Permit Guidebook](#). It will be necessary to present the Township approved site plan, with attachments, to Livingston County at the time of building and construction permit application:

Livingston County Building Department

2300 E. Grand River Ave.

Howell, MI 48843

Phone (517) 546-3240

Fax (517) 546-7461

Email building@co.livingston.mi.us

PRE-CONSTRUCTION MEETING:

Although Livingston County is responsible for the issuance of Building Permits, the Township’s Planning Director, Public Works Director, engineering consultant, Fire Marshall, Michigan Department of Transportation representative (a necessary), and other agencies or entities deemed necessary to the success of the project, will participate in a pre-construction meeting, set by the Township, prior to project commencement. Coordination and inspection time-lines (if applicable) will be established at this point. Any performance guarantees or escrow required as part of the process will be finalized as well. Once the construction is finished, final site inspections will be held to ensure compliance with the approved site plan.

HARTLAND TOWNSHIP: SPECIAL LAND USE

Introduction:

The Hartland Township [Zoning Ordinance](#) contains two categories of “uses” in each of the zoning districts contained in Article 3. The **Permitted Uses** are those mutually compatible uses that have been determined by the Township to be allowed “by right”, or essentially without additional review, public input, or special conditions. The second type of use listed is termed a **Special Land Use**. This is a type that, although necessary and desirable, may not be appropriate for every location within the zoning districts in which it is listed. Such a use may necessitate additional conditions or requirements based on intensity, location, or impact as determined through the review process.

In order to ensure a thorough review of Special Land Uses, and full consideration of additional impacts that might be generated, the Township requires that a public hearing be held in association with the review of all proposed Special Land Uses. The public hearing is held by the Planning Commission prior to a recommendation to the Board of Trustees.

This Guide is intended to offer an overview of the Special Land Use process, recognizing that the site plan always accompanies a Special Use, serving as the foundation of such an application. The specific laws pertaining to land use in Hartland Township are largely contained within the Zoning Ordinance, and this Guide should not be considered a substitute for thorough review of those requirements, but rather as a summary of the process for prospective applicants.

A Special Use application includes a site plan that describes all aspects of a proposed development, along with any additional measures intended to mitigate the more significant impacts. As with a by-right site plan, it generally illustrates the use, type, lay-out, configuration, architecture, access, and operation of the proposed use.

The purpose of the Special Use review and the required public hearing, is to ensure that proposed construction complies with the Hartland Township Zoning Ordinance, which stipulates land use regulations that help ensure quality development and protection of the health, safety, and welfare of Township residents.

The Special Land Uses allowed in the commercial, industrial, research and development, office, and mobile home park districts can be found in the regulations pertaining to the zoning districts referenced. Certain Special Land Uses are also allowed in residential districts. A **site plan** is always required to accompany Special Use applications.

Approval of a Special Use application and corresponding site plan is required before construction may begin. The Planning Commission is the entity that first reviews the application and site plan. It then makes a recommendation to the Township Board which is the final approving authority. The Planning Commission meets twice per month, as does the Board of Trustees. The approved application and site plan must be presented to the Livingston County Building Department before construction and Building Permit review begins.

PRIOR TO SPECIAL USE PERMIT PREPARATION

It is highly recommended that an applicant meet with Planning Department staff to conceptually discuss the proposal. Staff is happy to provide guidance and feedback which may assist the applicant in terms of efficiency, and should serve to prevent wasted time, effort, and dollars.

Special Use Permit Application:

The Special Use regulations are detailed in Section 6.6 – Special Uses, of the Zoning Ordinance. This Section contains the process and standards whereby Special Uses may be granted. It is important to note that the types of uses requiring special use approval are deemed to be permitted in their respective districts, subject to the satisfaction of the procedures, requirements and standards set forth. As mentioned previously, this Guide should be used in conjunction with the Site Plan Process Guide, since the Special Use application is inclusive of a site plan. The application form may be found at www.hartlandtwp.com, along with the site plan checklist. The submittal is usually made on 24" by 36" sheets, with a scale no greater than one inch = 50'. The plan must include a survey and information such as topography, natural features, legal descriptions, utility information, zoning, density, yard areas, setbacks and summary table, along with owner, developer, and consultant information. Article 5 – Site Standards, contains those provisions associated with all site development, while Article 4 – Use Standards, contains provisions that are applicable to the specific use proposed.

APPLICATION SUBMITTAL:

- Completed Special Use Application and Fee
- Site Development Plan (in accordance with site plan provisions)
- Engineering Plans (in accordance with site plan provisions)
- Building Plans including floor plans
- Building Elevations and architectural details
- Landscape Plans (in accordance with landscaping provisions)

Special Use Application Review Process:

An applicant is encouraged to discuss conceptual Special Use proposals with the Planning Department prior to preparing the formal application. The discussion is advantageous in terms of allowing the applicant to obtain preliminary feedback on the basic elements of the proposal, and to obtain specific information on the review process as it applies to a specific proposal.

ZONING ADMINISTRATOR REVIEW:

The Zoning Administrator shall review the proposed application and site plan pursuant to the applicable standards, to determine if all required information has been supplied and forward the complete application, site plan, and supporting data to the Planning Commission.

PLANNING COMMISSION REVIEW:

The Planning Commission shall review the particular circumstances and relevant facts concerning each proposed use in terms of the standards and required findings. The Planning Commission shall find and record adequate data, information and evidence showing that the proposed use on the lot or parcel in question meets all required standards. The Planning Commission will then recommend approval, approval with conditions, or denial to the Township Board.

Public Hearing: Prior to a recommendation by the Planning Commission, a Public Hearing shall be held. Per Section 7.3 of the Zoning Ordinance, notice of the Public Hearing shall be published in a newspaper of general circulation, and sent by mail or delivery to owners of property within 300 feet. The notice must be given not less than 15 days before the date of the hearing.

BOARD OF TRUSTEES REVIEW:

The Board of Trustees shall review the application and all information presented, and then take action. The decision of the Board shall be final. Once approved, the final site plan is stamped "Approved" and is signed by the appropriate Township officials. The applicant may then seek Building Permits.

The Township Board shall establish a time limit of not less than one year during which time the approved Special Use shall remain in effect. If not construction has begun on the approved project, The Township Board, shall, upon the request of the applicant, review the application again, and either deny, or approve with further conditions, including an extension of time. If construction does not commence within the extended time frame, the plan becomes null and void.

Special Use Permit Standards:

In addition to specific standards which may be applicable, especially those associated with site plan review, the following standards shall serve the Planning Commission as the basis for decisions involving Special Land Uses. Each proposed use or activity shall:

- Be harmonious and in accordance with the objectives, intent, and purposes of this Ordinance
- Be compatible with the natural environment and existing and future land uses in the vicinity
- Be compatible with the Hartland Township Comprehensive Plan
- Be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage ways and structures, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed use shall be able to adequately provide any such service
- Not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, person, property or the public welfare
- Not create additional requirements at public cost for public facilities and services that will be detrimental to the economic welfare of the community

Livingston County Building Department:

Once approval from Hartland Township is received, the applicant may then proceed to Livingston County to apply for building and construction permits. Information on the permitting process can be found in the [Livingston County Permit Guidebook](#). It will be necessary to present the Township approved Special Use and site plan, with attachments, to Livingston County at the time of permit application.

Livingston County Building Department

2300 E. Grand River Ave.
Howell, MI 48843
Phone (517) 546-3240
Fax (517) 546-7461
Email building@co.livingston.mi.us

PRE-CONSTRUCTION MEETING:

Although Livingston County is responsible for the issuance of Building Permits, the Township's Planning Director, Public Works Director, engineering consultant, Fire Marshall, Michigan Department of Transportation representative (a necessary), and other agencies or entities deemed necessary to the success of the project, will participate in a pre-construction meeting, set by the Township, prior to project commencement. Coordination and inspection time-lines (if applicable) will be established at this point. Any performance guarantees or escrow required as part of the process will be finalized as well. Once the construction is finished, final site inspections will be held to ensure compliance with the approved site plan.

HARTLAND TOWNSHIP: PLANNED DEVELOPMENT PROCESS

Introduction:

The Hartland Township Planning Department is committed to providing a high level of customer service by assisting applicants in the preparation and processing of planned developments. As such, this Guide is intended to offer an overview of the planned development process by generally relaying the purpose, procedures and review factors related to this form of development in the Township. The laws pertaining to all land use in Hartland Township are largely contained within the [Zoning Ordinance](#), and this Guide should not be considered a substitute for thorough review of all applicable requirements, but rather as a summary of the process to essentially serve as a starting point for prospective applicants. The provisions associated with Planned Developments are found in Section 3.1.18.

A Planned Development is a form of site planning that allows for a more creative approach to land planning in exchange for a more integrated, quality plan than otherwise could be achieved through use of the conventional zoning provisions, and in compliance with the Township's Comprehensive Plan. Planned Developments are encouraged to achieve the following:

- A variety of living environments and house types
- A useful pattern of open space and recreation areas
- Better access to commercial uses and services
- Preservation of the site's natural features
- An efficient use of the land

To seek a Planned Development, an applicant must demonstrate: 1) recognizable benefits to the future residents and the Township as a whole, 2) a minimum land area of twenty contiguous acres unless otherwise permitted, 3) a minimal increase in public services and impacts to adjacent properties, 4) clear compatibility with the Township's Comprehensive Plan, and 5) single ownership and unified control.

A Planned Development is a combined process that, if successful, results in both a rezoning and an approved site development plan. The rezoning component amends the Township's Zoning Map and designates the property as "Planned Development". The site plan is unique to the property since it was developed under the PD provisions, and often in greater harmony with the natural features of the site. Review by both the Planning Commission and the Board of Trustees is required of the conceptual plan, the preliminary plan, and the final plan. Review by various local and State agencies, including the Township's engineers, public service providers, the utility companies, Livingston County Planning Commission, Road Commission, and Drain Commissioner, the Fire Marshall, Michigan Department of Transportation (if applicable) and Michigan Department of Environmental Quality may be required as well. The Township Board of Trustees is the final authority and must grant final approval before construction permits may be sought.

PRIOR TO CONSIDERATION OF PLANNED DEVELOPMENT APPLICATION

It is highly recommended that an applicant meet with Planning Department staff to conceptually discuss the proposal. Staff is happy to provide guidance and feedback which may assist the applicant in terms of efficiency, and should serve to prevent wasted time, effort, and dollars.

Planned Development Review Process:

The review process consists of progressive series of steps, whereby the information provided on the plan becomes gradually more detailed and the issues and concerns of the Planning Commission and the Board of Trustees are addressed and integrated. The application, along with all required attachments and exhibits, as well as the fees, shall be made to the Planning Department. A summary of the steps in the process is as follows:

PRE-APPLICATION CONFERENCE:

To facilitate efficient review of a Planned Development proposal, the applicant is strongly encouraged to schedule an informal pre-application conference. The purpose of the pre-application review is to provide information and guidance in assisting in the preparation of the formal application and supporting materials. Cost reimbursements by the Township for reasonable expenses incurred may be requested. The information required for a pre-application review include: a) sketch plan of the proposed Planned Development, b) legal description of the property, c) total number of acres in the project, e) acreage to be preserved as open space or for recreational purposes, f) identification of natural resources and features to be preserved.

CONCEPTUAL REVIEW:

Since Planned Developments tend to be complex projects with major impacts to the health, safety and welfare of Township residents, conceptual review by both the Planning Commission and the Board of Trustees at public meetings is required. The purpose of the conceptual review is to highlight early-on, issues and concerns that must be addressed through the formal process. It is important to note that no formal action is taken on the application at either of these public meetings. The information obtained during conceptual review is used in the preliminary review of the proposal.

Application Data Requirements: Information requirements for the conceptual review are found in Section 3.1.18.E.i and include:

- info on all persons with an ownership interest and all consultants and contractors
- legal description and illustration of the overall area, including adjacent zoning
- conceptual land use plan and general layout including the proposed buildings and units, circulation, and open space
- topographic survey and soils inventory
- description of the proposed sewage treatment and water supply systems
- narrative describing the relationship of the proposal to the Comprehensive Plan
- analysis of significant natural, cultural, and geographic features

PRELIMINARY PLAN REVIEW:

Planned Developments shall undergo a formal two-step plan review and approval process that begins with submittal of the preliminary plan. The preliminary plan is subject to the site plan review requirements where applicable, and to the additional review requirements pertaining to planned development proposal. All information obtained through the conceptual review should be integrated into the preliminary plan. Review of the preliminary plan by key agencies local and State agencies will occur at this stage. Any costs of such review must be paid by the applicant.

Public Hearing: Prior to a recommendation, the Planning Commission must hold at least one public hearing in accordance with applicable notice requirements. Following the public hearing, the Planning Commission may make a recommendation to the Township Board. If there are outstanding issues and

the Planning Commission requests changes, the applicant may be required to submit revisions before a recommendation of approval is provided. The Planning Commission also has the option of recommending “conditional” approval. The Township Board then considers the preliminary plan at a public meeting, and either approves, approves with conditions, or denies the plan.

Application Requirements: In addition to the information provided through conceptual review, the applicant must comply with site plan review requirements contained in the Zoning Ordinance and listed on the site plan review checklist. Information requirements for preliminary review are found in Section 3.1.18.E.ii and must include the following:

- building footprints, along with typical layouts and façade design for each use or building
- vehicular and pedestrian circulation system
- proposed layout of parking areas, open space, and recreation park areas
- proposed landscape screening including any greenbelts, berms or walls
- specific number of residential and non-residential units proposed
- an environmental analysis of the land and significant natural features
- feasibility of proposed water supply and sewage disposal systems
- details of proposed storm water and drainage system
- analysis of the traffic impacts
- analysis of the fiscal impacts
- a phasing and construction schedule

FINAL PLAN REVIEW:

Final approval of the Planned Development application may be considered by the Planning Commission at a regular public meeting upon receipt of all the information required for final review including submission of the revised site plan. The Planning Commission may recommend approval, approval with conditions, or denial. Upon transmittal of the findings to the Board of Trustees, the Board considers all the information submitted, including the provisions of the Planned Development Agreement, and makes a final determination on the proposal.

Application Requirements: At final plan review, all issues raised through the previous review steps must be addressed and incorporated into the new plans. Information requirements for preliminary review are found in Section 3.1.18.E.iii and must include the following:

- detailed site plans for all buildings and uses
- detailed engineering plans for road systems, storm water and drainage systems, utility plans, and soil erosion plans
- Development Agreement that includes all required provisions

Upon final approval by the Board of Trustees, construction for each phase of the project must be commenced within two years. If the proposed phasing is unachievable, a revised phasing plan may be submitted for review. In the event that construction has not commenced within the required time frame, the Township may initiate proceedings to amend the zoning classification of the undeveloped portion of the site.

Planned Development Review and Approval Standards:

The Planned Development must conform to the applicable provisions of the Zoning Ordinance. In considering a Planned Development plan, the Planning Commission and the Township Board shall make determinations based on compliance

with the site plan approval standards, as well as the standards contained in 3.1.18F as summarized below:

- Is consistent with the planned development concept and pertinent design principles
- Is compatible and in harmony with adjacent uses in terms of height, setbacks, density, parking circulation, landscaping and similar design features
- Does not exceed the capacity of existing and available public services such as utilities, roads, police/fire protection, and educational needs
- Impact of traffic is minimized in terms of access, proximity to intersections, site distance, off-street parking, and pedestrian orientation
- Protects natural features and complies with all environmental regulations
- Is consistent with the Township's Comprehensive Plan

Livingston County Building Department:

Once approval from Hartland Township is received, the applicant may then proceed to Livingston County to apply for building and construction permits. Information on the permitting process can be found in the [Livingston County Permit Guidebook](#). It will be necessary to present the Township approved plan, with attachments, to Livingston County at the time of building and construction permit application:

Livingston County Building Department

2300 E. Grand River Ave.

Howell, MI 48843

Phone (517) 546-3240

Fax (517) 546-7461

Email building@co.livingston.mi.us

PRE-CONSTRUCTION MEETING:

Although Livingston County is responsible for the issuance of Building Permits, the Township's Planning Director, Public Works Director, engineering consultant, Fire Marshall, Michigan Department of Transportation representative (as necessary), and other agencies or entities deemed important to the success of the project, will participate in a pre-construction meeting, set by the Township, prior to project commencement. Coordination and inspection time-lines (if applicable) will be established at this point. Any performance guarantees required as part of the process will be finalized as well. Once the construction is finished, final site inspections will be held to ensure compliance with the approved Planned Development and corresponding development agreement.

HARTLAND TOWNSHIP: CONDOMINIUM DEVELOPMENT

Introduction:

The [Hartland Township Zoning Ordinance](#) contains provisions in Article 6 – Development Procedures, for condominium projects. Condominium development, or “site condos” when referring to single family residential projects, is a form of land division that serves as a functional alternative to subdivision development. In Michigan, condominium development has become the more common approach to creating single family neighborhoods since it is perceived to involve a less costly and less lengthy review process. The condominium development process is not limited to residential projects, and is also used to subdivide land for commercial and industrial uses as well. Although a single family condominium development as compared to a platted subdivision yields similar results, there are differences between the two. When reviewing the regulations, it is important to remember that a “condominium” is a form of ownership, and does not refer to a particular use.

This Guide is intended to offer an overview of the Condominium Development process in the Township. A site plan, also in compliance with applicable zoning provisions, always accompanies a condominium proposal and serves as the foundation for such an application. The specific laws pertaining to land use in Hartland Township are largely contained within the [Zoning Ordinance](#). In the case of condominium development, elements of the Subdivision/Land Division Ordinance also apply and are incorporated into the zoning requirements by reference. This Guide should not be considered a substitute for thorough review of applicable requirements, but rather as a summary of the process for prospective applicants.

A Condominium Development application utilizes a site plan to illustrate the division of land into condominium units that ultimately will be provided for individual sale and development. The units are shown in relation to roads, easements, common recreational areas, and other land designations that together serve to create a functioning residential (or commercial) development project.

The purpose of the Condominium Development review is to ensure that the proposed land division complies with the Hartland Township Zoning Ordinance, as well as Public Act 59, which stipulates how such development must occur. These regulations are necessary to help safeguard the public from fraudulent land sales and ensure that future investment in home or business construction has a solid legal basis and all utilities necessary to serve a future residence or business have been provided.

Since Condominium Development is a form of land division and is allowed in any zoning district. The development must comply, however, with all applicable area, height and bulk requirements including minimum lot size, lot coverage, setbacks, and building height specified for the zoning district for which the project is proposed.

Approval of a Condominium Development application and corresponding site plan is required before units may be sold and construction may begin. The Planning Commission is the entity that first reviews the application and condominium site plan. It then makes a recommendation to the Township Board which is the final approving authority. The Planning Commission meets twice per month, as does the Board of Trustees. The approved application and site plan must be presented to the Livingston County Building Department before construction and Building Permit review begins.

PRIOR TO PREPARATION of a PROPOSED CONDOMINIUM DEVELOPMENT

It is highly recommended that an applicant meet with Planning Department staff to conceptually discuss the proposal. Staff is happy to provide guidance and feedback which may assist the applicant in terms of efficiency, and should serve to prevent wasted time, effort, and dollars.

Condominium Development Application:

The Condominium Development provisions are detailed in Section 6.3 – Condominium Development Standards. It should be noted that any condominium application submitted must also comply with the Michigan Condominium Act, and notice of the application must be provided to the Livingston County Road Commission, the Livingston County Drain Commissioner, the Michigan Department of Environmental Quality, and the Michigan Department of Transportation through the review process. A condominium application must include the information required for a site plan review, all information required by the Condominium Act, including a copy of the Master Deed and proposed by-laws.

APPLICATION SUBMITTAL:

- Completed Site Plan Application and Fee
- Site Development Plan in accordance with Section 6.1, including:
 - Engineering Plans
 - Building Plans including floor plans (when applicable)
 - Building Elevations and architectural details (when applicable)
 - Landscape Plans
- Impact Assessment in accordance with Section 6.2
- Information as required by Act 59 of 1978 – Condominium Act

Road and Easements: Condominium projects with private roads must comply with all street requirements in the Township’s regulations pertaining to private roads and driveways. All easements for constructing, operating, inspecting, maintaining, repairing, altering, and replacing pipelines, mains, conduits and other installations related to public utilities must be granted to the Township.

Site Condominium Design Standards: Site condo projects must comply with the design standards contained in the Township’s Subdivision/Land Division Ordinance (as amended). This requirement is necessary to ensure that site condominiums maintain the same characteristics as projects developed as a subdivision plat.

Multiple-Family Condominiums: Condominium projects that are not single-family in nature and are developed under the condominium provisions must comply instead with design standards associated with multiple-family residences.

Condominium Development Review Process:

An applicant is encouraged to discuss conceptual condominium proposals with the Planning Department prior to preparing the formal application. The discussion is advantageous in terms of allowing the applicant to obtain preliminary feedback on the basic elements of the proposal, and to obtain specific information on the review process as it applies to a specific proposal. Condominium review is a two step process that includes preliminary and final approval.

PRELIMINARY APPROVAL:

The proposed condominium development will be submitted to the Planning Commission for review. The Planning Commission will evaluate the proposal in accordance with applicable provisions and standards, and if the Planning Commission finds that revisions are required, it may table the request and direct the applicant to

prepare additional information or revise the plan. No public hearing is required. Upon recommendation by the Planning Commission, the site plan will then be considered by the Township Board for preliminary site plan approval. Following approval by the Township Board, the applicant must submit a final condominium site plan application within one year, unless an extension is granted.

FINAL APPROVAL:

Upon receipt of a complete application, the Planning Commission will review the final condominium site plan and accompanying documentation to determine if the final plan is consistent with the preliminary plan and all Township and State of Michigan condominium development requirements. The Planning Commission then makes a recommendation to the Township Board. The Township Board reviews the final site plan and related documents and approves, approves with conditions, or denies the request for final approval.

Livingston County Building Department:

Once approval from Hartland Township is received, the applicant may then proceed to Livingston County to apply for building and construction permits. Information on the permitting process can be found in the [Livingston County Permit Guidebook](#). It will be necessary to present the Township approved Special Use and site plan, with attachments, to Livingston County at the time of permit application.

Livingston County Building Department

2300 E. Grand River Ave.

Howell, MI 48843

Phone (517) 546-3240

Fax (517) 546-7461

Email building@co.livingston.mi.us

PRE-CONSTRUCTION MEETING:

Although Livingston County is responsible for the issuance of Building Permits, the Township's Planning Director, Public Works Director, engineering consultant, Fire Marshall, Michigan Department of Transportation representative (a necessary), and other agencies or entities deemed necessary to the success of the project, will participate in a pre-construction meeting, set by the Township, prior to project commencement. Coordination and inspection time-lines (if applicable) will be established at this point. Any performance guarantees and escrow required as part of the process will be finalized as well. Once the construction is finished, final site inspections will be held to ensure compliance with the approved site plan.

HARTLAND TOWNSHIP: SIGN PERMIT PROCESS

Introduction:

The Hartland Township Planning Department is committed to providing a high level of customer service by assisting applicants in the preparation and processing of Sign Permit applications. As such, this Guide is intended to offer an overview of the Sign Permit process by generally relaying the purpose, procedures and review factors related to signage in the Township. The laws pertaining to all land use in Hartland Township are largely contained within the [Zoning Ordinance](#), and this Guide should not be considered a substitute for thorough review of those requirements, but rather as a summary of the process to essentially serve as a starting point for prospective applicants. The specific provisions governing signs are mainly found in Section 5.26.

A Sign Permit application consists of the application form, a plan, and associated documents that together, describe the proposed sign. A fee is required based on the type of sign being proposed. The plan must illustrate the dimensions, lettering styles, color, materials supports, method of construction and illumination, along with the means of attachment.

The purpose of Sign Permit application review is to ensure that construction complies with the Hartland Township Zoning Ordinance, which stipulates those provisions intended to ensure quality, safety, and visual aesthetics for the benefit of Township residents as a whole, while allowing for the promotion, advertising and wayfinding for local businesses.

Sign Permits are required for any sign other than those listed as “exempt” by the Zoning Ordinance. Examples of exempt signs include garage sale signs, political signs, Help Wanted signs, Community Special Event signs, and certain construction signs. The list of exempt signs can be found in Section 5.26.3.

Issuance of a Sign Permit is required before construction may begin on sign construction. Sign applications are reviewed administratively by the Planning Department. Depending upon the complexity and completeness of the application, a Sign Permit may be issued within 5-7 business days of submittal.

Permits are not required for servicing an approved, existing sign, repainting an approved, existing sign with the same colors, or changing the copy on a changeable sign (such as the numbers on a fuel price sign). It should be noted, though, that full replacement of a sign panel does require a Sign Permit.

Signs are inspected by the Township to ensure that installation is in accordance with the approved permit. The Township inspects for continued compliance with sign provisions contained within the Zoning Ordinance as well.

Signs located in a Planned Development District may be subject to different regulations.

PRIOR TO PREPARATION of a SIGN PERMIT APPLICATION

It is highly recommended that an applicant meet with Planning Department staff to conceptually discuss the proposed sign. Staff is happy to provide guidance and feedback which may assist the applicant in terms of efficiency, and should serve to prevent wasted time, effort, and dollars.

Sign Permit Application Elements:

The Sign Permit application requirements are detailed in Section 5.26.2 – Permits and Enforcement, of the Zoning Ordinance. The application is inclusive of the application form (found on the website), along with data and exhibits required in the application, and review fee. For new sign installation, the Sign Permit may coincide with the site plan application. Elements of the application are summarized as follows:

APPLICATION SUBMITTAL:

- Completed application form with all applicant information including the landowner's signature (a sign contractor may not sign an application on behalf of a landowner)
- Location of the building, structure or lot on which the sign will be located
- Sketch or drawing showing the sign's position in relation to nearby buildings and roads
- Plans showing the dimensions, lettering, color, materials, supports construction, illumination and attachment (scale not less than 1'=5")
- For monument signs, a landscaping plan showing the location, size, quantity and species of proposed plantings (in compliance with Section 5.11.2.A.ix)

It should be noted that a permit, issued by the Livingston County Building Department, will be necessary for the installation of most new signs (particularly for illuminated signs). A copy of the Sign Permit issued by Hartland Township will be required by Livingston County when applying for necessary permits.

Sign Permit Review Procedures:

An applicant is encouraged to discuss the sign concept with the Planning Department prior to preparing the formal application. The discussion is advantageous in terms of allowing the applicant to obtain preliminary feedback, and to obtain specific information on the review process as it applies to the proposal.

ADMINISTRATIVE REVIEW:

- Prior to reviewing the Sign Permit, Planning staff must ensure that the ultimate **use** for which the sign is requested complies with regulations. In many cases, the Sign Permit is actually processed in conjunction with another application, such as a site plan. Other methods that verify the use include the following:
 - **Zoning Compliance Form** (required for all businesses)
 - **Land Use Permit or Waiver** (required for all changes to the site or building exterior/interior)
 - **Industrial Pollution Permit** (required for all properties with sewer service)
- Once a complete application is received by the Planning Department and staff has determined that a sign is allowed, staff reviews the proposal for conformance with the zoning regulations. These regulations vary significantly based on the type of sign proposed as well as the zoning district in which the property is located. The most typical sign applications involve requests in the following zoning districts:
 - **Wall Signs** – *Commercial, Office, Industrial, Planned Development, Limited Commercial Districts*
 - **Canopy Signs** – *Commercial, Office, Industrial, Planned Development, Limited Commercial Districts*
 - **Monument Signs** – *Single-family, Multiple-family, Commercial, Office, Industrial, Planned development Limited Commercial, and Mobile Home Park Districts*
 - **Projecting Signs** – *Limited Commercial District*

-
-
- Compliance with the general requirements and design standards, as well as the specific sign standards for each sign type is determined. If problems or issues are noted, the applicant is contacted and advised of the deficiencies.
 - When the application is determined to comply with all applicable regulations, the Sign Permit is approved by the Planning Department and the applicant is notified of the approval. Building Permits from Livingston County (if required) may then be sought.
 - Following installation of the sign, the Township performs an inspection to ensure that it was installed and constructed in accordance with the Permit.

General Design Standards:

The design standards contained in 5.26.6 – Signs, describe the various general review elements. These are summarized as follows:

- Sign area calculations are in conformance
- Logo area calculations are in conformance
- Sign faces (if double-faced as in a monument sign) are identical in size and area
- Any setback requirements are met (as in a monument sign)
- Sign height and width do not exceed the maximum allowed
- Sign design (lettering, colors, materials) are compatible with surrounding development
- Illumination (where permitted) involves a non-glare, shielded light source
- Landscaping plan (for monument signs) is in conformance

SPECIFIC DESIGN STANDARDS In addition to the more general provisions involving area calculations, height, width, and design, the Zoning Ordinance contains stipulations for other less common sign types such as canopy, directional, menu boards, under-hanging, projecting signs, and window signs. It is best to thoroughly review the regulations and discuss proposals with staff before developing an application. It should also be noted that landlords within certain multi-tenant developments often have their own regulatory requirements as well.

Livingston County Building Department:

Once approval from Hartland Township is received, the applicant may then proceed to Livingston County to apply for any required Building Permits. Information on the permitting process can be found in the [Livingston County Permit Guidebook](#). An illuminated sign will always require an electrical permit, however, not every type of sign will need a permit. The applicant should contact the County regarding what approvals for the specific sign type are needed prior to construction.

Livingston County Building Department

2300 E. Grand River Ave.

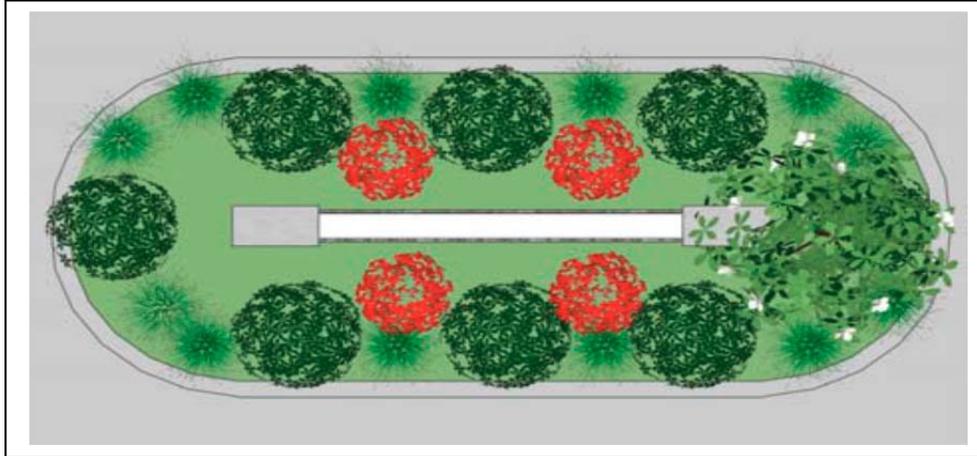
Howell, MI 48843

Phone (517) 546-3240

Fax (517) 546-7461

Email building@co.livingston.mi.us

MONUMENT SIGN



Hartland Township Zoning Ordinance ***LANDSCAPING DETAIL***

Section 5.11.2.A.

ix. Landscaping around the base of monument signs. Landscaping shall be provided at the base of the monument sign. The landscape area shall be a minimum width of five (5) feet on each of the longest sign faces and be defined by a landscape edge to maintain a finished appearance. Plantings shall include a mix of evergreen/deciduous shrubs or ornamental trees. Landscaping should provide year-round interest. Perennials, annuals and mulch may be used as in-fill but shall not exceed thirty percent 30% of the planting area. Landscaping should be in scale with the sign height and length to create a substantial base.

LANDSCAPING TIPS:

- Use a high percentage of evergreen materials to create year-round coverage
- Ensure the sign base is adequately screened *at the time of planting*
- Sign base must extend to grade of the planting area
- Ensure the planting area extends a full *five feet* beyond the sign face

LIST OF CONTACTS

Troy Langer, Director
Hartland Township Planning Department
2655 Clark Road
Hartland, MI 48353
(810) 632-7498
www.hartlandtwp.com

Robert West, Director
Hartland Township Public Works Department
2655 Clark Road
Hartland, MI 48353
(810) 632-1075
www.hartlandtwp.com

Hartland Area Fire Department
3205 Hartland Rd.
Hartland, MI 48353
(810) 632-7676
mail@hartlandareafire.com

Livingston County Building Department
2300 E. Grand River Ave.
Suite 105
Howell, MI 48823
(517) 546-3240
<mailto:building@co.livingston.mi.us>

Livingston County Drain Commissioner
2300 E. Grand River Ave.
Howell, MI 48843
(517) 546-0400
<mailto:drain@co.livingston.mi.us>

Livingston County GIS/Addressing
2300 E. Grand River Ave.
Howell, MI 48843
(517) 546-9858
<mailto:addressing@co.livingston.mi.us>

Livingston County Health Department
2300 E. Grand River Ave.
Howell, MI 48843
(517) 546-9858
health@co.livingston.mi.us

Livingston County Road Commission
3535 Grand Oaks Drive
Howell, MI 48843
(517) 546-4250
mail@livingstonroads.org

Livingston County Sheriff
150 S. Highlander Way
Howell, MI 48843
(517) 546-2440
<mailto:sheriff@co.livingston.mi.us>

APPENDIX

Application: *SITE PLAN & SPECIAL USE PERMITS*

Application: *PLANNED DEVELOPMENTS &
ZONING AMENDMENTS*

Application: *REQUEST FOR A SIGN PERMIT*

2655 Clark Road
 Hartland, Michigan 48353 (810)
 632-7498 Office
 (810) 632-6950 Fax
 tlangner@hartlandtp.com



SUPERVISOR
 William Fountain

CLERK
 Larry Ciofu

TREASURER
 Kathleen Horning

TRUSTEES
 Joe Colaianne
 Matthew Germane
 Glenn Harper
 Joe Petrucci

APPLICATION FOR SITE PLAN AND SPECIAL USE PERMIT

Property Address:			Development Name:		
Parcel Identification Number:			Zoning of Parcel:		
Application Request Date: _____	<input type="checkbox"/> Preliminary Site Plan Review (where required or requested)	\$1,600.00	<input type="checkbox"/> Public Hearing (Requested by Applicant or Planning Commission)	\$ 450.00	
	<input type="checkbox"/> Final Site Plan Review	\$2,000.00	<input type="checkbox"/> Special Use Permit (includes Site Plan Review)	\$2,750.00	
	<input type="checkbox"/> Final Site Plan Review with Preliminary Plan Approval	\$1,200.00	<input type="checkbox"/> Escrow (Site Condo, Easements or as determined by Zoning Administrator)	\$ 500.00 (minimum)	
	<input type="checkbox"/> Amendment to an Approved Final Site Plan	\$1,200.00			
	Related Case No: (Previously assigned) _____	<input type="checkbox"/> Administrative/Additional Reviews	\$500.00	Total Fee:	
		Total Escrow:		\$ _____	
General Description of Request:					

APPLICANT INFORMATION (MUST HAVE LEGAL INTEREST IN PROPERTY)

Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		Fax		E-mail Address	
Own the Property?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have offer to purchase property? (attach purchase agreement)		YES <input type="checkbox"/> NO <input type="checkbox"/>
Lease the Property?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Lease Term:	___ years	With Option? YES <input type="checkbox"/> NO <input type="checkbox"/>
Other property interest (e.g. architect, attorney, et.)					

PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)

Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		Fax		E-mail Address	
Signature of Owner:					

ARCHITECT CONTACT INFORMATION					
Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		Fax		E-Mail Address	
Relationship to Applicant:					
ENGINEER CONTACT INFORMATION					
Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		Fax		E-Mail Address	
Relationship to Applicant:					

PLACEMENT ON THE AGENDA

In order to be considered at an upcoming meeting, this application and all required documents must be submitted to the Planning Department by the established "cut-off" date for the next regular meeting of the Planning Commission. Only complete applications will be processed. For a list of the requirements, please refer to the Site Plan Review Checklist available on the Township's website at www.hartlandtwp.com and at the Township Planning Department.

Some applications require public hearings. Notification will be distributed by the Township pursuant to state law and local ordinance.

The applicant or representative must be present at the meeting(s).

APPLICANT SIGNATURE

The applicant acknowledges that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.

Signature of Applicant: _____ **Date:** _____

Treasurer's Office (Official Use Only)	Taxes & Water Bills
<p>This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.</p> <p>Account Number: 101-000-622.000 (Application) _____</p> <p>Account Number: 702-000-290.000 (Escrow) _____</p> <p>Receipt Number: _____</p>	<p><input type="checkbox"/> Paid In Full</p> <p><input type="checkbox"/> Not Paid In Full Amount Owed \$ _____</p> <p>_____ Treasurer's Authorized Signature</p> <p>_____ Date</p>



Planning Department
2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
(810) 632-6950 Fax
tlanger@hartlandtwp.com

SITE PLAN REVIEW CHECKLIST

SUBMIT THE FOLLOWING INFORMATION WITH A COMPLETED SITE PLAN APPLICATION:

General and Existing information:

- Drawings must be sealed by a registered architect, landscape architect, licensed engineer, surveyor or planner in their area of expertise.
- Site plans must be drawn to engineer's scale.
- Floor plans and elevations may be drawn to architect's scale.
- Name, address, telephone and fax numbers and email contact information of individual or firm responsible for the preparation.
- Date, scale and north arrow.
- Development name, if applicable, address and parcel identification number(s) within the title block on the cover sheet and each subsequent sheet.
- Property information, including a vicinity map, legal description and general description of deed restrictions, if any. All legal descriptions shall be consistent with the survey.
- Survey of existing property, prepared by a registered surveyor or engineer, showing the relationship of the subject property to abutting properties. Such survey must identify dimensions of all lot lines, location and size of existing buildings, structures and improvements, including but not limited to, public and private roads, drives (public and private), underground and overhead utility lines/poles, easements, curb cuts, etc. Identify improvements proposed to remain and those to be removed.
- Existing topography on USGS Datum (minimum contour interval of two feet);
- Existing natural features inventory plan including individual trees (deciduous 8-inch caliper or larger & evergreen 8 feet in height or higher), wooded areas (show canopy of area), streams, marshes, ponds and other wetlands. Identify all landscaping proposed to remain and those to be removed.
- Zoning classification of the subject property; location of required yards; total ground floor area and lot coverage (percent). In the case of residential units, the plan shall note dwelling unit density, lot area per dwelling unit and a complete schedule of the number, size and type of dwelling unit.
- Summary table illustrating the gross and usable floor area, number of required and provided parking spaces, site area in square feet, building dimensions and setbacks, open space and lot and open space coverage, dwelling units.

Proposed Site Plan documents must include, but are not limited to, the following:

Site Development:

- Location, alignment and dimensions of public rights-of-way, acceleration/deceleration, tapers and turning lanes, approach width/radii, parking lots (angle of spaces and dimensions for spaces and aisles), drainage improvements (basins), all utilities and easements, curb cuts, access drives, curb details, hydrants, street lights, pedestrian sidewalks/walkways, bike paths, landscape medians and aisles, etc.
- Exterior lighting plan including the location, type, dimensions, direction and intensity. A photometric plan may be required by the Zoning Administrator.

Building Development:

- Location, dimensions and setbacks of all proposed and remaining buildings, structures and additions, screening walls, refuse enclosures, fences, retaining walls, etc.
- Relationship of the building to the site, including but not limited to finished floor elevations and grades.
- Floor plans indicating the use of all floor space, dimensions of interior walls, location and dimensions of ingress/egress doors, windows, etc.

- Roof top plan showing all proposed mechanical equipment and screening in accordance with ordinance provisions.
- Elevations of all buildings and structures, including the principal and accessory buildings, refuse enclosures, walls and fences, retaining walls, canopies, etc. Elevations shall be drawn to scale, showing the height, location and extent of all material. Each material shall be identified as to type, color, texture and application by drawing notes. Materials shall be cross-referenced on sample board.
- Sample board showing physical samples of all façade materials including a minimum 4 inch square paint chip for painted surfaces, masonry product and other exterior finish products (color, texture and grout), exterior window glass if tinted other than bronze or gray, window frames and awning/canopy materials. All elevations and sample board materials shall include the name of the product manufacturer and a product description, including color, texture, size, etc. The sample board shall be required prior to final site plan review.
- Architectural rendering (3-dimensional preferred) accurately depicting the colors of all façade materials using an appropriate permanent artistic medium. The rendering must illustrate all proposed landscaping. This drawing may consist of a colored version of the architectural elevations for new buildings and may consist of photographs of existing building elevations.

Landscape/Screening:

- Detailed landscape and open space/recreation plan including but not limited to the square footage of each planting or open space area, location, type, quantity, material size at planting and estimated maturity size and a maintenance plan.
- General site improvements, including but not limited to mechanical equipment, utility equipment, trash containers, benches, newspaper boxes, bike racks, cart storage, etc.

Other:

- Master signage plan, including the location, dimensions, type and quantity of all proposed and existing signage. Signage submitted at site plan review may be processed concurrently.
- Supplemental information, including a detailed plan of operation/written description of the project land use and business activities to be undertaken, number of employees, peak shifts, etc.
- Provide an electronic copy of the development that can be integrated with the base data provided by the Livingston County Geographic Information System and incorporated with an aerial image of the site and surrounding area.

PROCEDURES for SITE PLAN REVIEW

Applicants shall submit five (5) complete sets of drawings in advance of the established application deadline. Incomplete applications and submittals may result in delays and additional processing fees. The Zoning Administrator may modify the submittal requirements when the site plan is limited in scope and a full site plan review is not required.

Once the initial review has been completed, the applicant will be notified by the Hartland Township Planning Department advising them of the required revisions, deadline for re-submittal, number and format of site plan copies, and any additional information required to process the application.

Copies of relevant ordinances, such as the Zoning Ordinance and Map, may be obtained from the Planning Department or viewed on the Township's website at www.hartlandtwp.com.

Upon receiving a complete site plan review packet, the Zoning Administrator shall schedule the application for consideration at the next available Planning Commission meeting. The Planning Commission may recommend approval, approval with conditions or denial of the application. Upon receiving the recommendation from the Planning Commission, the Township Board makes the final determination.

The Land Use Permit process may proceed upon final site plan approval. Please review the requirements for Land Use Permit - Construction Plan Review and Observations available from the Planning Department.

OFFICE OF THE PLANNING DIRECTOR
Troy Langer

2655 Clark Road
Hartland, Michigan 48353
(810) 632-7498 Office
(810) 632-6950 Fax
tlanger@hartlandtp.com



SUPERVISOR
William Fountain

CLERK
Larry Ciofu

TREASURER
Kathleen Horning

TRUSTEES
Joe Colaianne
Matthew Germane
Glenn Harper
Joe Petrucci

APPLICATION FOR PLANNED DEVELOPMENTS AND ZONING AMENDMENTS

Property Address:			Development Name:		
Parcel Identification Number:			Zoning of Parcel:		Current Proposed
Application Request Date: Related Case No: (Previously assigned) 	<input type="checkbox"/> Conceptual Review	\$500.00	<input type="checkbox"/> Text Amendment of Zoning Ordinance		\$1,000.00
	<input type="checkbox"/> Preliminary Plan Review (Review; Public Hearing; Notices; Rezoning; Draft Development Agreement)	\$3,050.00	<input type="checkbox"/> Map Amendment /Rezoning		\$1,500.00
	<input type="checkbox"/> Final Plan Review (Site Plan Review; Development Agreement; Zoning Map Amendment)	\$2,000.00	<input type="checkbox"/> Escrow (minimum) (Attorney Fees and Associated Costs)		\$500.00 (minimum)
	<input type="checkbox"/> Amendment to an Approved Final Site Plan	\$1,200.00			
	<input type="checkbox"/> Additional Reviews	\$500.00	Total Fee:		
			Total Escrow:		
General Description of Request:					

APPLICANT INFORMATION (MUST HAVE LEGAL INTEREST IN PROPERTY)

Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		Fax		E-mail Address	
Own the Property?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have offer to purchase property? (attach purchase agreement)		YES <input type="checkbox"/> NO <input type="checkbox"/>
Lease the Property?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Lease Term:	___ years	With Option? YES <input type="checkbox"/> NO <input type="checkbox"/>
Other property interest (e.g. architect, attorney, et.)					

PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)

Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		Fax		E-mail Address	
Signature of Owner:					

ARCHITECT CONTACT INFORMATION					
Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		Fax		E-Mail Address	
Relationship to Applicant:					
ENGINEER CONTACT INFORMATION					
Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		Fax		E-Mail Address	
Relationship to Applicant:					

PLACEMENT ON THE AGENDA

In order to be considered at an upcoming meeting, this application and all required documents must be submitted to the Planning Department by the established "cut-off" date for the next regular meeting of the Planning Commission. Only complete applications will be processed. For a list of the requirements, please refer to the Site Plan Review Checklist available on the Township's website at www.hartlandtwp.com and at the Township Planning Department.

Some applications require public hearings. Notification will be distributed by the Township pursuant to state law and local ordinance.

The applicant or representative must be present at the meeting(s).

APPLICANT SIGNATURE

The applicant acknowledges that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval of other action of any such employee(s) or official(s) which is not in compliance with any applicable Hartland Township Ordinance.

Signature of Applicant: _____ **Date:** _____

Treasurer's Office (Official Use Only)	Taxes & Water Bills
This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted. Account Number: 101-000-622.000 (Application) _____ Account Number: 702-000-290.000 (Escrow) _____ Receipt Number: _____	<input type="checkbox"/> Paid In Full <input type="checkbox"/> Not Paid In Full Amount Owed \$ _____ _____ Treasurer's Authorized Signature _____ Date

2655 Clark Road
 Hartland, Michigan 48353
 (810) 632-7498 Office
 (810) 632-6950 Fax
 tlanger@hartlandtwp.com



SUPERVISOR
 William Fountain

CLERK
 Larry Ciofu

TREASURER
 Kathleen Horning

TRUSTEES
 Joe Colaianne
 Matthew Germane
 Glenn Harper
 Joe Petrucci

REQUEST FOR A SIGN PERMIT

Property Address:		Business Name:		
Parcel Identification Number:		Zoning of Parcel:		
Personal Property Number:				
Sign Application #	Type of Sign	Fee	Dimensions/Description	Total
_____	<input type="checkbox"/> Wall Signs (<i>per sign</i>)	\$225.00 \$175.00 with Site Plan		
Application Date: _____	<input type="checkbox"/> New Monument Sign (<i>per sign</i>)	\$225.00 \$175.00 with Site Plan		
	<input type="checkbox"/> Panel Installation and Replacement (<i>per panel/sign</i>)	\$175.00		
Related Site Plan # _____	<input type="checkbox"/> Directional Signs (<i>per sign</i>)	\$10.00		
	<input type="checkbox"/> 2 or more Directional Signs	\$20.00		

BUSINESS OWNER/TENANT INFORMATION

Business Name				
Business Owner's Last Name	First		M.I.	
Home Street Address				
City	State		Zip	
Phone	Fax		E-mail Address	

PROPERTY OWNER INFORMATION (IF OTHER THAN APPLICANT)

Last Name	First		M.I.	
Street Address				
City	State		Zip	
Phone	Fax		E-mail Address	
Signature of Owner:				

**LIVINGSTON
COUNTY
PERMIT
GUIDEBOOK**

2013



LIVINGSTON COUNTY PERMIT GUIDEBOOK

Introduction

Most often the initial contact any resident, developer or builder has with the regulatory process occurs when a development is still an idea. At this initial stage in the decision process, specific information on permits and regulations is critical for determining whether or not to commit time and money to a development.

Information is needed in order to test the feasibility of a particular course of action. Does the development conform to the local zoning ordinance? What permits are required? How long will it take to get the permits? How much do the permits cost?

The primary objective of the *Livingston County Permit Guidebook* is to compile information about the regulatory processes of Livingston County governmental departments into one document that will guide anyone seeking development assistance. Permit information has been assembled from the following six Livingston County departments:

- Livingston County Road Commission
- Livingston County Information Technology Department/GIS Division
- Livingston County Planning Department/Livingston County Planning Commission
- Livingston County Drain Commissioner's Office
- Livingston County Department of Public Health/Environmental Health Division
- Livingston County Building Department

The guidebook provides residents, developers and builders with a flow chart of steps involved in each permitting process, time estimates of each review process, lists of frequently asked permit questions, department contact information, and links to fee schedules and permit applications.

It is our hope that this guide will make doing business in Livingston County more pleasant and financially rewarding because the permit process has been simplified, thereby reducing confusion and expediting the development process.

LIVINGSTON COUNTY PERMIT GUIDEBOOK

Intent

The intent of this publication is multifold; Livingston County is currently involved in the following strategic endeavors that have prompted this new permit guidebook.

- **Advantage Livingston** - Advantage Livingston is a community-driven Livingston County economic development plan for thriving in the New Economy <http://www.advantagelivingston.com/> The objective of this plan is to foster an environment that encourages the various entities in the County to begin to think of ourselves as one community with common goals and objectives. The result of that change in approach will allow us to create a more inviting community for both businesses and residents. Such an environment will attract new citizens and allow us to, once again, be a growing and vibrant region. We are fortunate in this county because there is an almost universal enthusiasm and acceptance for such a vision – one that other communities are having trouble duplicating.

Livingston County Government is playing a vital, leadership role in the five strategies of the Advantage Livingston plan: Brainpower; Placemaking; Marketing; Jobs and prosperity; and Collaboration, Cooperation and Consolidation. A priority action item of the Collaboration, Cooperation and Consolidation strategy is creating a 'One-stop option for all permitting.' The ultimate goal is for Livingston County to be perceived as a community in which it is easy to start up and operate a business.

- **Redevelopment Ready Communities** - In 2012, through the Livingston County Economic Development Council, Livingston County began partnering with Ann Arbor SPARK to provide economic development services for the county. This means that we are now part of the conversation on projects at a regional, national and international level. By combining unique assets like the University of Michigan's research centers and Livingston County's central location within the state, we are now receiving consideration from projects that would not have otherwise considered us.

Through this partnership, SPARK has encouraged all Livingston County communities to become Redevelopment Ready Communities (RRC)

<http://www.michiganadvantage.org/Redevelopment-Ready-Communities/>

This Michigan Economic Development Corporation state-wide program certifies communities who actively engage stakeholder to vision and plan for the future. Communities that receive the RRC certification have removed development barriers by building deliberate, fair and consistent processes that will attract development investment. Livingston County is currently developing some of the 'best practices' of the RRC program including creating a "Guide to Development" in the form of this *Livingston County Permit Guidebook*.

- **Livingston County Website Redesign** - Livingston County recognizes the need to develop a website for the future, and one of the goals is to make it a user-friendly system that is consistent with the needs of the general public. With a "go live" date of spring 2013, the new system will provide an expedient way for customers to find and use current and new information and services on-line and enable swift access to same. This website re-design will increase county revenues and reduce staff time required for over-the-counter transactions.

LIVINGSTON COUNTY PERMIT GUIDEBOOK

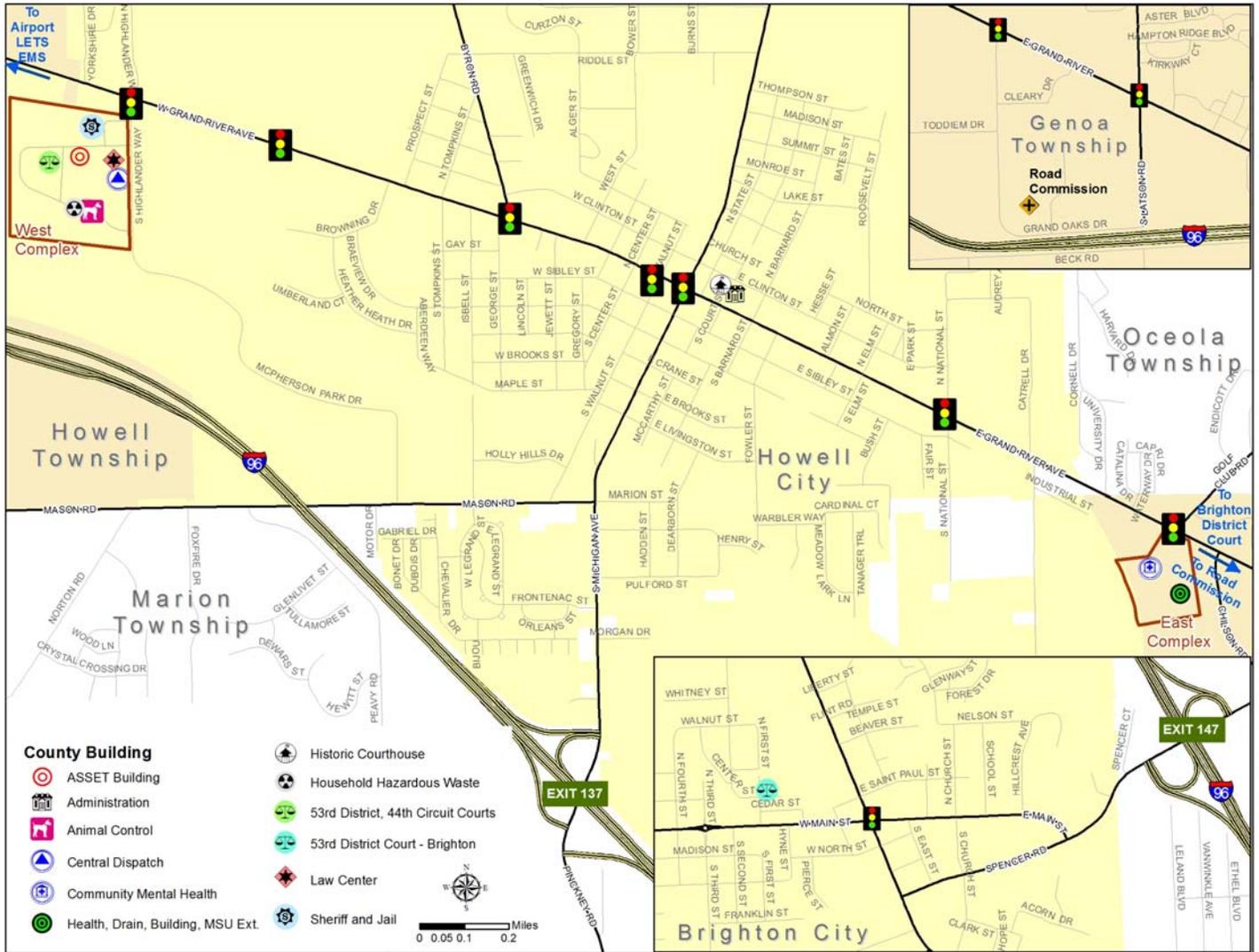
How to help yourself through the permit process

The Livingston County permit process can be assisted by you. Following are some suggestions for pieces of information that you should know about your property before you begin any permit process. The gathering of this basic information helps Livingston County departments better serve your permit needs.

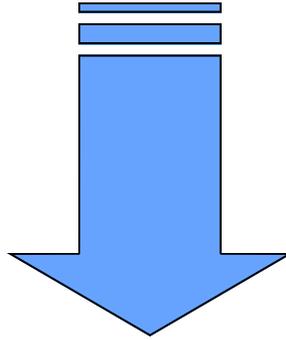
- 1. Location Information** - Know the location of your project in relation to the County. For development purposes, the location cannot be based on the mailing address of the property; for instance the Howell mailing area includes the City of Howell and many surrounding communities. Instead, please identify the property by:
 - Legal description
 - Roadway address
- 2. Master Plan Designation** - Your local municipality has created a vision for the future land use of your community in a document called the Master Plan. Reference this document, specifically the Future Land Use Map, to determine whether or not you are proposing development that is compatible with the Master Plan designation for your property. This will help you gauge community support for your proposed development plans. For direct access to Livingston County city, village and township master plans, see the County Planning Department website reference page at: <http://www.livgov.com/plan/Pages/default.aspx>
- 3. Zoning District** - Know the zoning of your property. Each municipality is the official keeper of their township zoning map. For the most accurate, up to date information on the zoning of your property, please contact your local Zoning Administrator or Planner at the municipal hall. The zoning of your property will determine what uses are permitted as well as several dimensional requirements such as lot size, setbacks, etc. For direct access to Livingston County city, village and township zoning ordinances, see the County Planning Department website reference page at: <http://www.livgov.com/plan/Pages/default.aspx>
- 4. Project Professionals** - Know the name, address and telephone number of anyone assisting in the project. For example, contractors, builders, plumbers, electricians, well drillers, etc.

LIVINGSTON COUNTY PERMIT GUIDEBOOK

County Facility Location Map

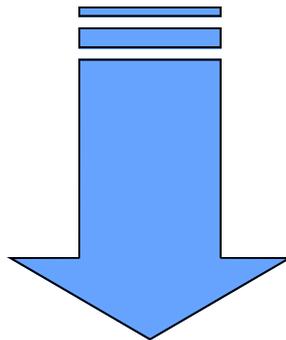


LIVINGSTON COUNTY Road Commission



Contact Information:

Livingston County Road Commission
3535 Grand Oaks Drive
Howell, Michigan 48843
(517) 546-4250



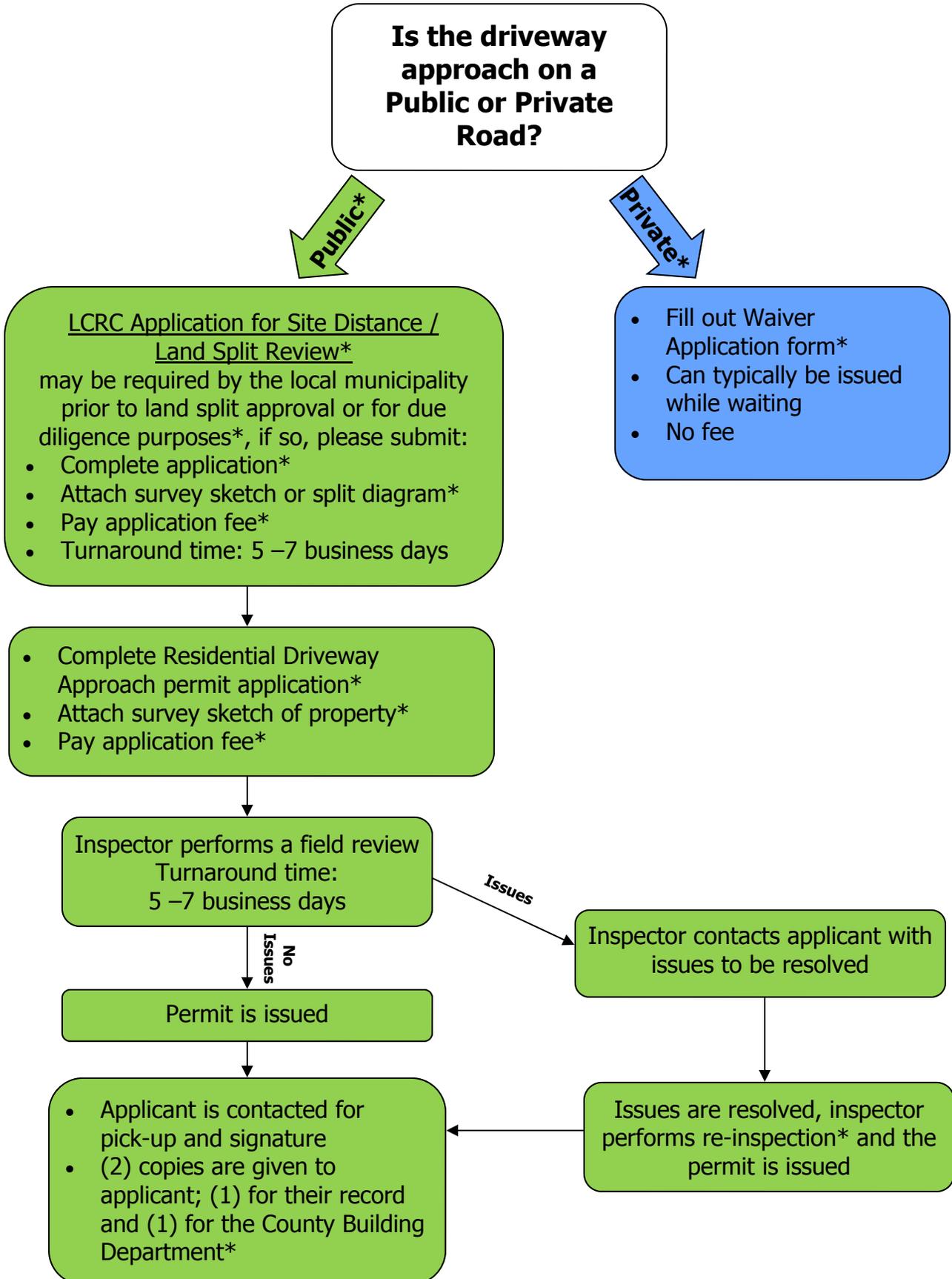
Website:

<http://www.livingstonroads.org>

LIVINGSTON COUNTY ROAD COMMISSION

Residential Driveway Approach Permit

(labels with an asterisk * are further defined on the Frequently Asked Permit Question Page)



LIVINGSTON COUNTY ROAD COMMISSION (LCRC)

Residential Driveway Approach Permit

Frequently Asked Permit Questions

(questions are noted with an asterisk* on permit flowchart)

- 1. What is the difference between a driveway on a public road versus a private road?**
A: Public roads are under the jurisdiction of the LCRC, therefore a driveway approach that crosses the right-of-way of a public road is also under the jurisdiction of the LCRC. A private road has not been constructed with public funds nor is it maintained by the LCRC, therefore an existing driveway approach on a private road is not under the jurisdiction of the LCRC.

- 2. What community contact person will know if I am required to submit a Site Distance/Land Split Review Application?**
A: Contact the Township, City or Village Zoning Administrator

- 3. Where do you get a Site Distance/Land Split Review Application and where do you submit this form?**
A: Applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/SightDistRevAppl.pdf>
Applications can be submitted in-person or through the mail attention: Livingston County Road Commission, Engineering-Residential Permits.

- 4. Where do you get a Permit Application and where do you submit this form?**
A: Permit applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/ResDrivewayApproachApp.pdf>
Applications can be submitted in-person or through the mail.

- 5. What must be included on a Survey Sketch of the property?**
A: At a minimum, a survey sketch should include: existing and proposed property lines, structures, easements and existing driveways if applicable.

- 6. How much are the application and permit fees and where do you pay the fee?**
A: The LCRC fee schedule will indicate the fee amount for all applications and permits, and it can be viewed on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/feeSchedule.pdf>
You may mail or pay the application fee in-person at the LCRC.

- 7. What is a Waiver Application form, and where do you get and submit this form?**
A: Existing residential driveway approaches on a private road do not require a permit, however a waiver application is required in which the applicant verifies the following: the existing driveway is not changing, no improvements are being made to the existing drive, the use of the driveway is not changing, and the historical drainage pattern is not being altered. Waiver Application forms can be obtained in-person at the LCRC, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/WavierApp.pdf>
Waiver applications can be submitted in-person or through the mail.

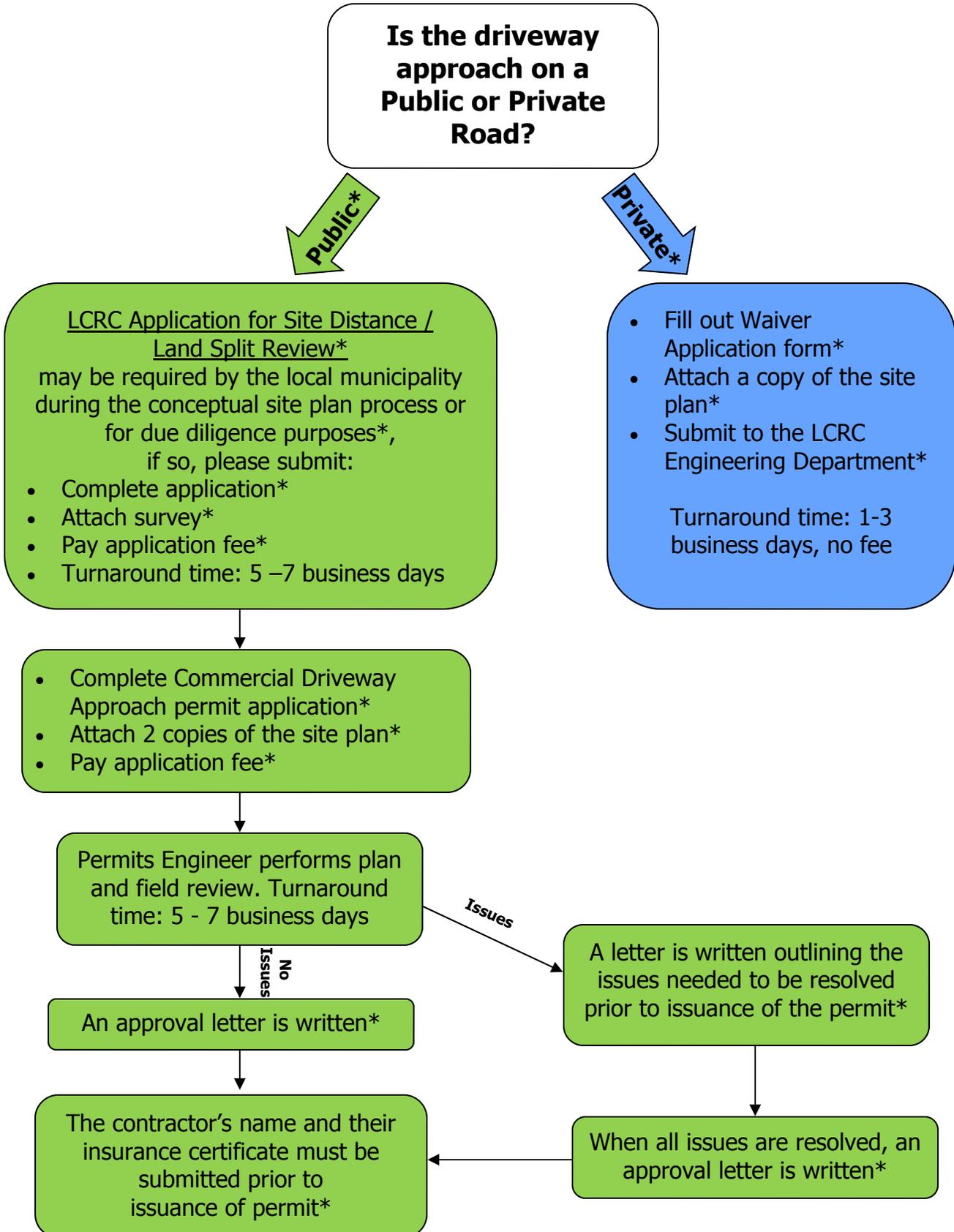
- 8. Is there an additional cost for a re-inspection?**
A: Yes there is an additional cost noted at the bottom of the permit application.

- 9. Do I take the completed Residential Driveway Approach Permit to the County Building Department?**
A: Yes, the Livingston County Building Department requires either a residential driveway permit or waiver letter from the LCRC prior to issuance of a building permit.

LIVINGSTON COUNTY ROAD COMMISSION

Commercial Driveway Approach Permit

(labels with an asterisk * are further defined on the Frequently Asked Permit Question Page)



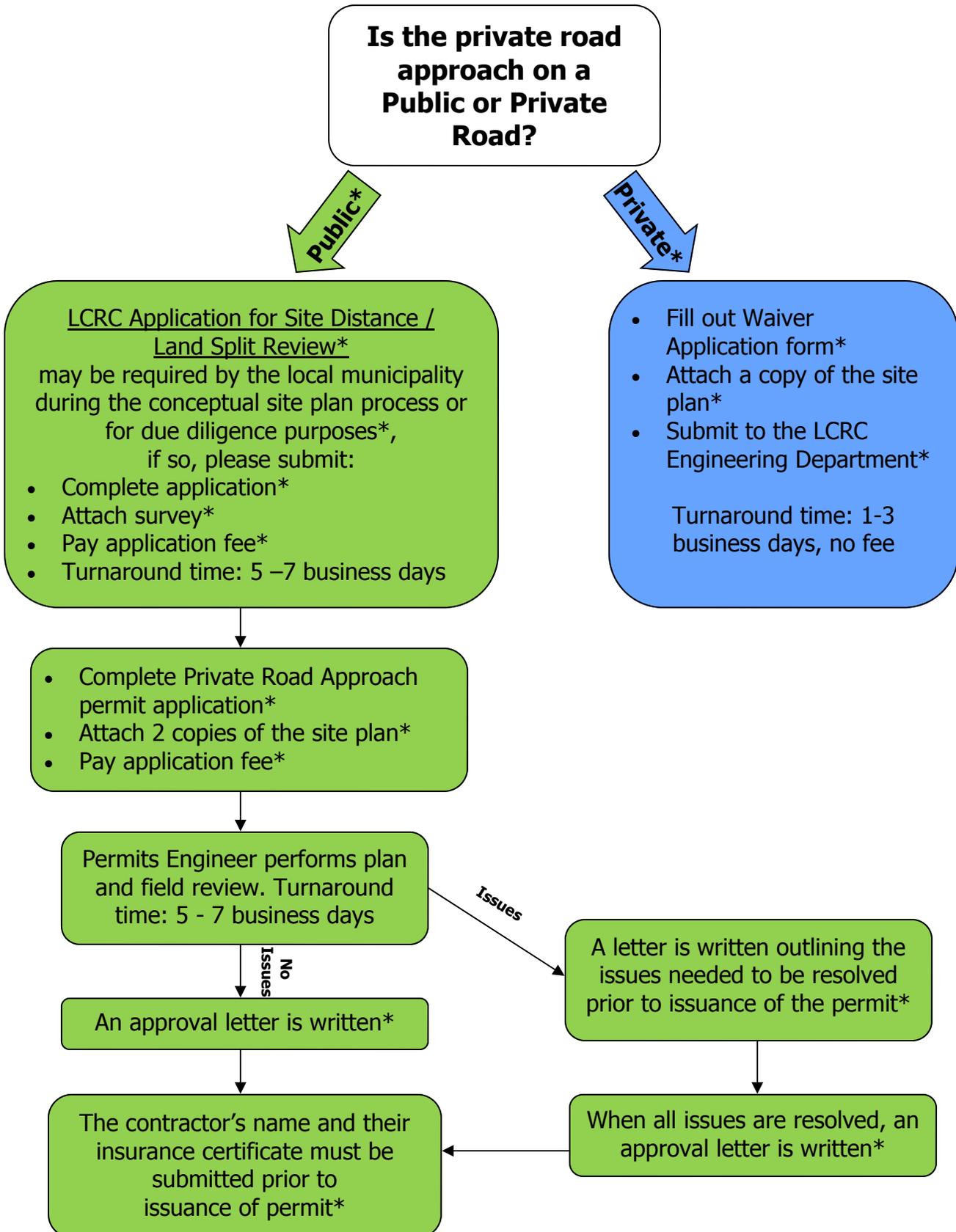
LIVINGSTON COUNTY ROAD COMMISSION
Commercial Driveway Approach Permit
Frequently Asked Permit Questions
(questions are noted with an asterisk* on permit flowchart)

- 1. What is the difference between a driveway on a public road versus a private road?**
A: Public roads are under the jurisdiction of the LCRC, therefore a driveway approach that crosses the right-of-way of a public road is also under the jurisdiction of the LCRC. A private road has not been constructed with public funds nor is it maintained by the LCRC, therefore an existing driveway approach on a private road is not under the jurisdiction of the LCRC.
- 2. What community contact person will know if I am required to submit a Site Distance/Land Split Review Application?**
A: Contact the Township, City or Village Zoning Administrator
- 3. Where do you get a Site Distance/Land Split Review Application and where do you submit this form?**
A: Applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/SightDistRevAppl.pdf>
Applications can be submitted in-person or through the mail attention: Livingston County Road Commission, Engineering-Commercial Permits.
- 4. Where do you get a Permit Application and where do you submit this form?**
A: Permit applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/ComPermit.pdf>
Applications can be submitted in-person or through the mail.
- 5. What must be included on a Site Plan of the property?**
A: Refer to the LCRC's Specifications for Driveway Approaches. A copy can be obtained at the LCRC office or on-line at: <http://www.livingstonroads.org/Portals/5/docs/old/DrivewaySpecs2010.pdf>
- 6. How much are the application and permit fees and where do you pay the fee?**
A: The LCRC fee schedule will indicate the fee amount for all applications and permits, and it can be viewed on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/feeSchedule.pdf>
You may mail or pay the application fee in-person at the LCRC.
- 7. What is a Waiver Application form, and where do you get and submit this form?**
A: Existing commercial driveway approaches on a private road do not require a permit, however a waiver application is required in which the applicant verifies the following: the existing driveway is not changing, the amount of vehicles using the driveway is not increasing, no improvements are being made to the existing drive, the use of the driveway is not changing, and the historical drainage pattern is not being altered. Waiver Application forms can be obtained in-person at the LCRC (see contact information below) or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/Waiver%20AppComm.pdf>
Waiver applications can be submitted in-person or through the mail.
- 8. How is correspondence such as an Approval Letter or a letter describing outstanding issues delivered to the applicant?**
A: Review letters and approval letters are typically mailed to the applicant and /or applicant's engineer.
- 9. Where do you submit the contractor's name and their insurance certificate?**
A: The applicant may provide the contractor's information and certificate of insurance on the application with the first submittal, or it can be provided at any time prior to the issuance of a permit.

LIVINGSTON COUNTY ROAD COMMISSION

Private Road Approach Permit

(labels with an asterisk * are further defined on the Frequently Asked Permit Question Page)



LIVINGSTON COUNTY ROAD COMMISSION

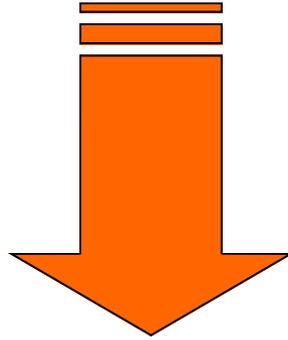
Private Road Approach Permit

Frequently Asked Permit Questions

(questions are noted with an asterisk* on permit flowchart)

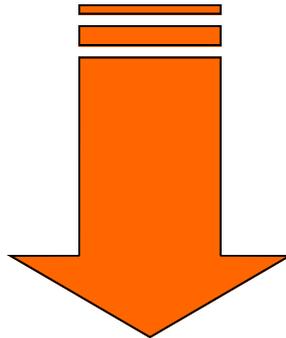
- 1. What is the difference between a driveway on a public road versus a private road?**
A: Public roads are under the jurisdiction of the LCRC, therefore a private road approach that crosses the right-of-way of a public road is also under the jurisdiction of the LCRC. A private road has not been constructed with public funds nor is it maintained by the LCRC, therefore an existing private road approach on a private road is not under the jurisdiction of the LCRC.
- 2. What community contact person will know if I am required to submit a Site Distance/Land Split Review Application?**
A: Contact the Township, City or Village Zoning Administrator
- 3. Where do you get a Site Distance/Land Split Review Application and where do you submit this form?**
A: Applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/SightDistRevAppl.pdf>
Applications can be submitted in-person or through the mail attention: Livingston County Road Commission, Engineering-Private Road Permits.
- 4. Where do you get a Permit Application and where do you submit this form?**
A: Permit applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/PrivateRoadApp.pdf>
Applications can be submitted in-person or through the mail.
- 5. What must be included on a Site Plan of the property?**
A: Refer to the LCRC's Specifications for Driveway and Road Approaches. A copy can be obtained at the LCRC office or on-line at: <http://www.livingstonroads.org/Portals/5/docs/old/DrivewaySpecs2010.pdf>
- 6. How much are the application and permit fees and where do you pay the fee?**
A: The LCRC fee schedule will indicate the fee amount for all applications and permits, and it can be viewed on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/feeSchedule.pdf>
You may mail or pay the application fee in-person at the LCRC.
- 7. What is a Waiver Application form, and where do you get and submit this form?**
A: Existing private road approaches on a private road do not require a permit, however a waiver application is required. Waiver Application forms can be obtained in-person at the LCRC (see contact information below) or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/Waiver%20AppComm.pdf>
Waiver applications can be submitted in-person or through the mail.
- 8. How is correspondence such as an Approval Letter or a letter describing outstanding issues delivered to the applicant?**
A: Review letters and approval letters are typically mailed to the applicant and /or applicant's engineer.
- 9. Where do you submit the contractor's name and their insurance certificate?**
A: The applicant may provide the contractor's information and certificate of insurance on the application with the first submittal, or it can be provided at any time prior to the issuance of a

LIVINGSTON COUNTY Information Technology/GIS



Contact Information:

Livingston County
Information Technology/GIS
304 E. Grand River Avenue
Howell, Michigan 48843
(517) 548-3230



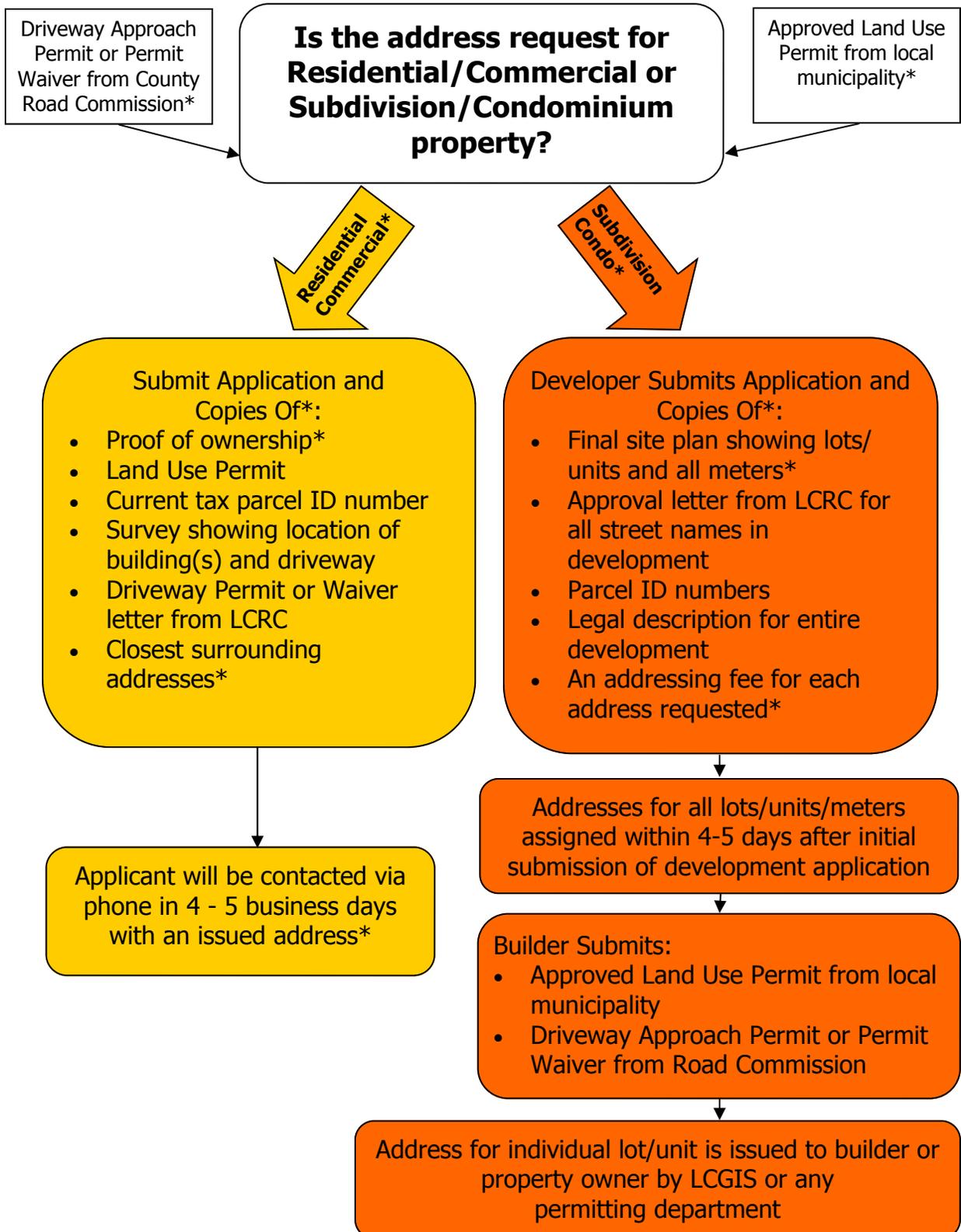
Website:

<http://www.livgov.com/gis/Pages/default.aspx>

LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT / GIS DIVISION

Address Application

(labels with an asterisk * are further defined on the [Frequently Asked Permit Question Page](#))



LIVINGSTON COUNTY INFORMATION TECHNOLOGY
DEPARTMENT / GIS DIVISION - Address Application
Frequently Asked Permit Questions
(questions are noted on permit flowchart)

1. How do I obtain the Driveway Approach Permit required before applying for an address?

A: Please refer to the Livingston County Road Commission section of this guide for information about the permit process and contact information.

2. What is a Land Use Permit and who issues this permit?

A: Any change in the land requires a Land Use Permit. The permit is written authority issued by the Zoning Administrator of a local municipality, permitting the construction, removal, moving, alteration or use of a building.

3. How do I know if I need a Residential /Commercial Address Application or a Subdivisions / Condominiums Application?

A: Residents who are building a single-family residence or one commercial building should use the Residential / Commercial Application and an applicant who is building a multi-unit development should use the Subdivisions / Condominiums application.

4. Does Livingston County issue addresses for all properties in the County?

A: No, there are six (6) local governments in Livingston County that handle addressing for their community.

5. Which local communities do their own addressing and how do we contact them?

A: Howell, Brighton, Hamburg and Unadilla Townships, and the cities of Howell and Brighton. Please reference the Addressing Coordination map for community contact information:
<http://www.livgov.com/gis/Pages/Addressing.aspx>

6. Where do you get an Address Application?

A: The Residential and Commercial Address Application can be obtained on-line at:
<http://www.livgov.com/gis/Documents/SingleAddressApplication.pdf>

The Subdivision and Condominiums Address Application can be obtained on-line at:
<http://www.livgov.com/gis/Documents/DevelopmentAddressApplication.pdf>

7. Where do you submit an Address Application?

A: An Address Application can be submitted in-person at the GIS Division office, or through the mail.

8. What qualifies as proof of ownership?

A: A copy of the warranty, quit claim deed, executors deed, land contract, memorandum of land contract or a current tax bill with the complete legal description on it.

9. What must be included on the final site plan of a development?

A: The final site plan of a development must include: 1.) Lot, unit or site numbers; 2.) Meters that require addresses clearly marked; 3.) Approved street names and suffixes; 4.) For multiple unit condominiums and strip malls, the location of each entry and door with reference to which unit it services.

10. How do I document the closest surrounding addresses?

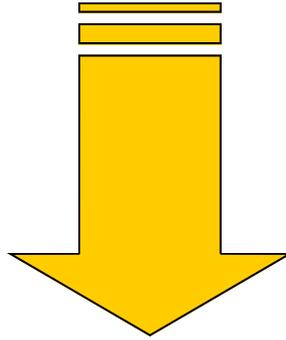
A: The closest existing addresses can be listed on the site plan with the approximate distance from your driveway to the properties on both sides of your property and across the street.

11. What is the fee for an address?

A: The fee for each County issued address is \$20; payment is accepted in cash or check.

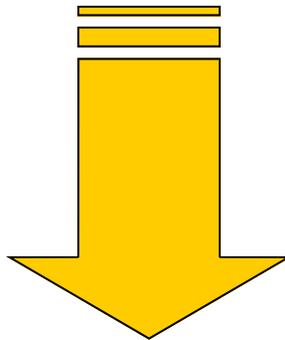
NOTE: For further Frequently Asked Questions regarding addressing see:
<http://www.livgov.com/gis/Pages/addressingFAQ.aspx>

LIVINGSTON COUNTY Planning Department



Contact Information:

Livingston County
Planning Department/ Livingston
County Planning Commission
304 E. Grand River Avenue,
Suite 206
Howell, Michigan 48843
(517) 546-0040



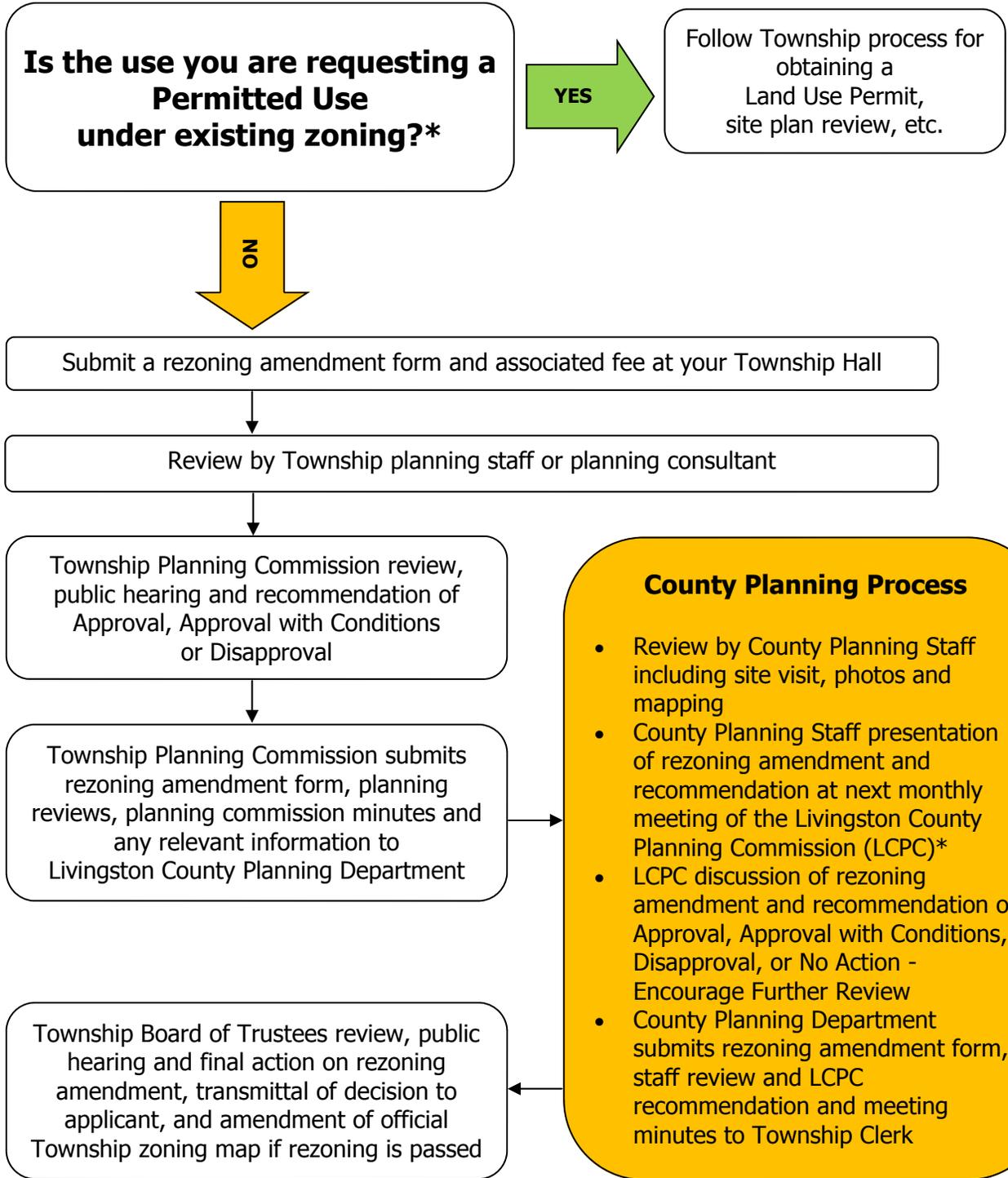
Website:

<http://www.livgov.com/plan/pages/default.aspx>

**LIVINGSTON COUNTY PLANNING DEPARTMENT/
LIVINGSTON COUNTY PLANNING COMMISSION (LCPC)**

Rezoning Amendment

(labels with an asterisk * are further defined on the Frequently Asked Permit Question Page)



LIVINGSTON COUNTY PLANNING DEPARTMENT/ LIVINGSTON COUNTY PLANNING COMMISSION (LCPC)

Rezoning Application

Frequently Asked Permit Questions

(questions are noted with an asterisk* on permit flowchart)

1. What is a Permitted Use?

A: Each zoning district has its own unique list of permitted uses. Permitted Uses are land uses that are permitted by right if they are specifically listed as principal permitted uses in the zoning district. Information about the uses allowed in each zoning district can be found in the township zoning ordinance. For direct access to Livingston County city, village and township zoning ordinances, see the County Planning Department website reference page at:

<http://www.livgov.com/plan/econdev/Pages/zoning.aspx>

2. How do I determine the existing zoning of my property?

A: Each Township is the official keeper of their township zoning map. For the most accurate, up to date information on the zoning of your property, please contact your local Zoning Administrator or Planner at the Township Hall.

3. Who is on the Livingston County Planning Commission?

A: In accordance with the provisions of Michigan Planning Enabling Act, Public Act 33 of 2008 as amended, the Livingston County Planning Commission consists of 7 Planning Commissioners that are appointed by the Livingston County Board of Commissioners. Each of the 7 County Planning Commissioners represent important segments of the economic, governmental, social life and development of Livingston County including: agriculture, recreation, industry, residential, transportation, commerce and education. Each of the 7 County Planning Commissioners also represent a different geographic area of Livingston County. The term of office of each member of the Livingston County Planning Commission is 3 years.

4. When and where does the Livingston County Planning Commission meet?

A: Livingston County Planning Commission meetings are held on the third Wednesday of every month, 7:30 p.m. at 304 East Grand River Avenue, Howell, Michigan in the Board of Commissioner's Chambers located on the second floor of the County Administration Building. Anyone from the public may attend. Livingston County will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the meeting, to individuals with disabilities at the meeting/hearing upon ten days notice to County Planning.

5. How many days does the Livingston County Planning Commission process take?

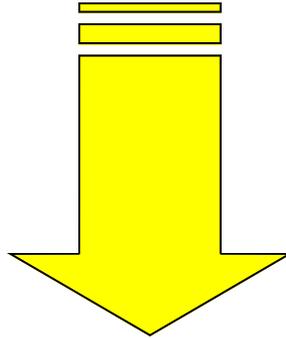
A: In accordance with the provisions of the Michigan Planning Enabling Act, the requirement for Livingston County Planning Commission review shall be waived if within thirty (30) days after the proposal has been filed with the Commission, the County Planning Commission fails to furnish in writing, its report and advice on the proposal to the Township.

6. Is there a review fee for the Livingston County Planning Commission?

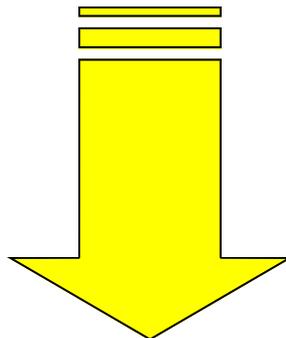
A: There is no fee for County Planning Department and County Planning Commission review of rezoning amendments.

NOTE: The County Planning Department/ Livingston County Planning Commission only reviews Township rezoning applications due to the home rule status of cities and villages.

LIVINGSTON COUNTY Drain Commissioner's Office



Contact Information:
Livingston County Drain Commissioner
2300 E. Grand River Avenue,
Suite 105
Howell, Michigan 48843
(517) 546-0040



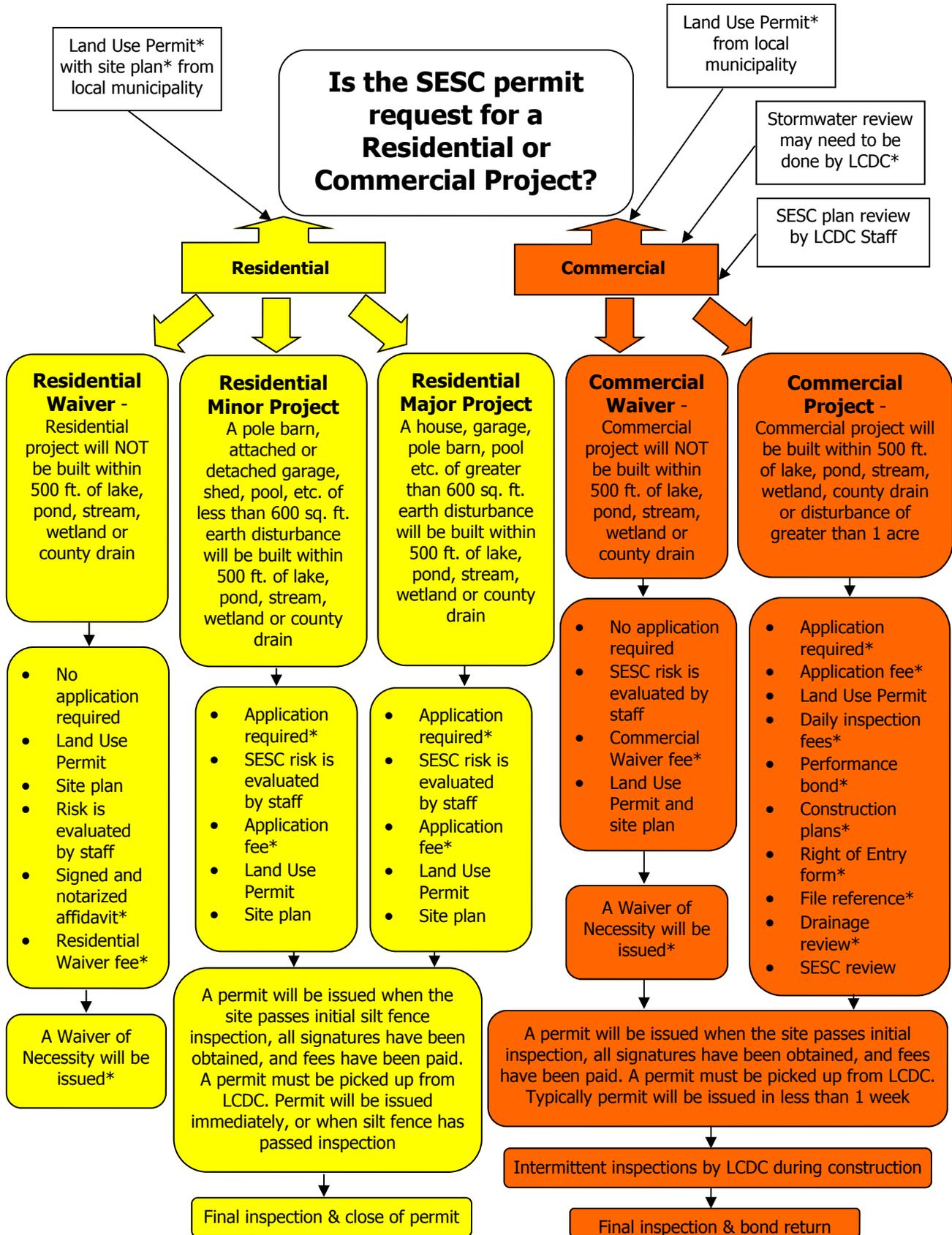
Website:

<http://www.livgov.com/drain/pages/default.aspx>

LIVINGSTON COUNTY DRAIN COMMISSIONER'S OFFICE (LCDC)

Soil Erosion and Sedimentation Control (SESC) Permit

(labels with an asterisk * are further defined on the Frequently Asked Permit Question Page)



LIVINGSTON COUNTY DRAIN COMMISSIONER'S OFFICE (LCDC)
Soil Erosion and Sedimentation Control (SESC) Permit
Frequently Asked Permit Questions
(questions are noted with an asterisk* on permit flowchart)

1. Who is the local municipality contact person for obtaining a Land Use Permit?

A: Contact the Township, City or Village Zoning Administrator. Exceptions: At this time, the City of Brighton, City of Howell and Green Oak Township do not issue Land Use Permits.

2. What should be shown on a residential site plan?

A: The following features should be labeled: 1.) Location of surface water 2.) Proposed drainage patterns 3.) Limits of grading (excavated or disturbed area) 4.) Distance from disturbed area to surface water 5.) Three (3) relative elevations (noted not drawn) 6.) Silt fence, tracking mat, etc. 7.) Excavated soil stockpile. NOTE: a Sample site plan is on the permit application form (page 3.) and can also be viewed at:

<http://www.livgov.com/drain/Documents/SFpermitpage4.pdf>

3. In what instances does stormwater drainage review need to be done by LCDC?

A: Most local units of government have a Civil Engineering consulting firm on retainer that reviews plans for compliance with local unit ordinances, and may address impact concerns such as traffic, sanitary disposal, water system, Americans with Disabilities Act (ADA) compliance, etc.

However, in the following cases the Drain Commissioner's review of the proposed improvements will be required, whether or not the Civil Engineer of the local municipality reviews the plans:

1.) Any portion of the drainage system for the development is proposed to be dedicated to the Drain Commissioner under the applicable provisions of the Drain Code 2.) The drainage system for the development outlets directly to a County Drain 3.) The proposed project is located within a county drainage district, and although not outletting directly to a county drain, is of sufficient size and scope that stormwater management would have a substantial impact on the County Drain Outlet. 4.) The road system in the development is intended to be public 5.) the local unit does not have a stormwater management ordinance, or the local unit ordinance does not reference the Drain Commissioner's standards as a minimum level of stormwater conveyance and treatment required.

4. What does stormwater drainage review involve, and who performs this review?

A: In most cases a commercial permit application for SESC must first be reviewed for stormwater management. The review must be done by either the Livingston County Drain Commissioner's Office or by a State of Michigan licensed engineer. If the municipality chooses to do the drainage review with their engineer, a letter from the engineer must be included in the commercial SESC Permit application. The stormwater drainage letter from the engineer must state that it meets the requirements of the Livingston County Drain Commissioner's Design Criteria for Stormwater Management Systems (found on the LCDC website).

5. What does SESC plan review involve?

A: SESC plan review is a review of the construction plans for your proposed development. The review is performed by Drain Commission's SESC staff. For a list of the construction plan items that are reviewed, please see the Example SESC Plan Review form at:

http://www.livgov.com/drain/Documents/SESC_Criteria_EXAMPLE_Comm_2013.pdf

6. Where do I get a Soil Erosion and Sediment Control (SESC) Permit Application and where do I submit this form, the required documents and fees?

A: All SESC permit applications for residential projects and commercial projects can be found on the LCDC website <http://www.livgov.com/drain/Pages/erosionpermits.aspx> or picked up in person at the Drain Commissioner's office (LCDC). All forms and required criteria must be submitted to the Drain Commissioner's office either in person, fax, e-mail or by mail with required fees. Please note all original signatures and fees must be submitted to the LCDC office before permits are issued.

LIVINGSTON COUNTY DRAIN COMMISSIONER'S OFFICE (LCDC)

Soil Erosion and Sedimentation Control (SESC) Permit

Frequently Asked Permit Questions

(questions are noted with an asterisk* on permit flowchart)

7. How much are the waiver, inspection and permit fees and where do you pay the fee?

A: The LCDC fee schedule will indicate the fee amount for all waivers, inspections and permits, and it can be viewed on-line at: <http://www.livgov.com/drain/Pages/erosionpermits.aspx>
You may mail or pay the application fee in-person at the LCDC, but all fees and original signatures must be received in the LCDC before a permit is issued (Inspection may still need to be scheduled).

8. What is a Waiver of Necessity? Who signs it? What is the purpose of a signed and notarized affidavit?

A: A Waiver of Necessity is for a residential or commercial project that is greater than 200 square feet of earth disruption and usually not within 500 feet of a lake, pond, stream, wetland or county drain. The affidavit is swearing that the site is not within 500 feet of surface water. The Waiver of Necessity must be notarized by staff and signed by the applicant, who has seen the site.

9. What are daily inspection fees?

A: Daily inspection fees are required for commercial projects only. A daily inspection fee for the first 90 days is required when a commercial application is being submitted to LCDC. These fees are charged Monday through Friday, and not from November 1st through April 1st, typically when earthwork is not conducted. The daily fee period ends when it is determined that the site has met all requirements of Part 91 of Act 451, as amended, the local ordinance, and passed the final inspection by SESC staff. Any and all days will be calculated and invoiced by LCDC staff. The bond will be returned when all fees are paid and the site is brought to compliance and finally inspected by staff. Contact with SESC staff can initiate this process.

10. What is a performance bond? How much is charged for the bond?

A: A performance bond is a financial guarantee that the applicant shall carry out the terms and conditions of said commercial (or sometimes residential) project. The bond is calculated at \$.05 per square foot of all disturbed soil. The bond forms that are required, such as a surety bond can be found at:
http://www.livgov.com/drain/Documents/soil_Erosion_and_Sedimentation_Control_Bond_2013.pdf
The Drain Commissioner reserves the right to refuse surety bonds which are not acceptable to the County. Cash bonds must be certified bank checks. The bonds must be submitted by the landowner or easement holder. They will not be accepted from contractors.

11. What qualifies as construction plans?

A: To apply for a commercial SESC permit, it is required that two (2) complete sets of plans be submitted at the time of application that include a depiction of all SESC control measures.

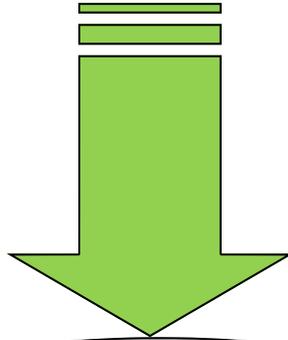
12. What is a Right of Entry form, and why is it required?

A: The Right of Entry form must be submitted at the time of application for the SESC permit. It must be on the form found in the commercial SESC application packet or on the LCDC website at: http://www.livgov.com/drain/Documents/Right_of_Entry_2013.pdf
It must be notarized and original signatures submitted to LCDC. This form allows entry onto the site by LCDC staff and allows access to the bond, if that is needed.

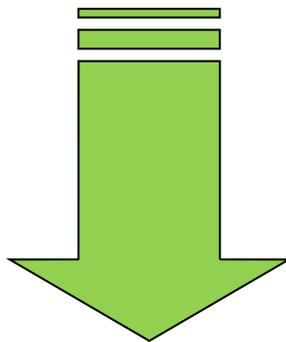
13. What is a file reference? Do I need one?

A: The file reference is an 8.5" x 11" reference sheet submitted in a commercial SESC permit application for construction activities for future home sites (e.g. subdivisions or residential developments). This reference sheet depicts the location of all property within 500 feet of regulated areas. An example is included in the commercial SESC permit packet or on the website.

LIVINGSTON COUNTY
**Department of Public Health/
Environmental Health Division**



Contact Information:
Livingston County
Environmental Health Division
2300 E. Grand River Avenue,
Suite 102
Howell, Michigan 48843
(517) 546-9858



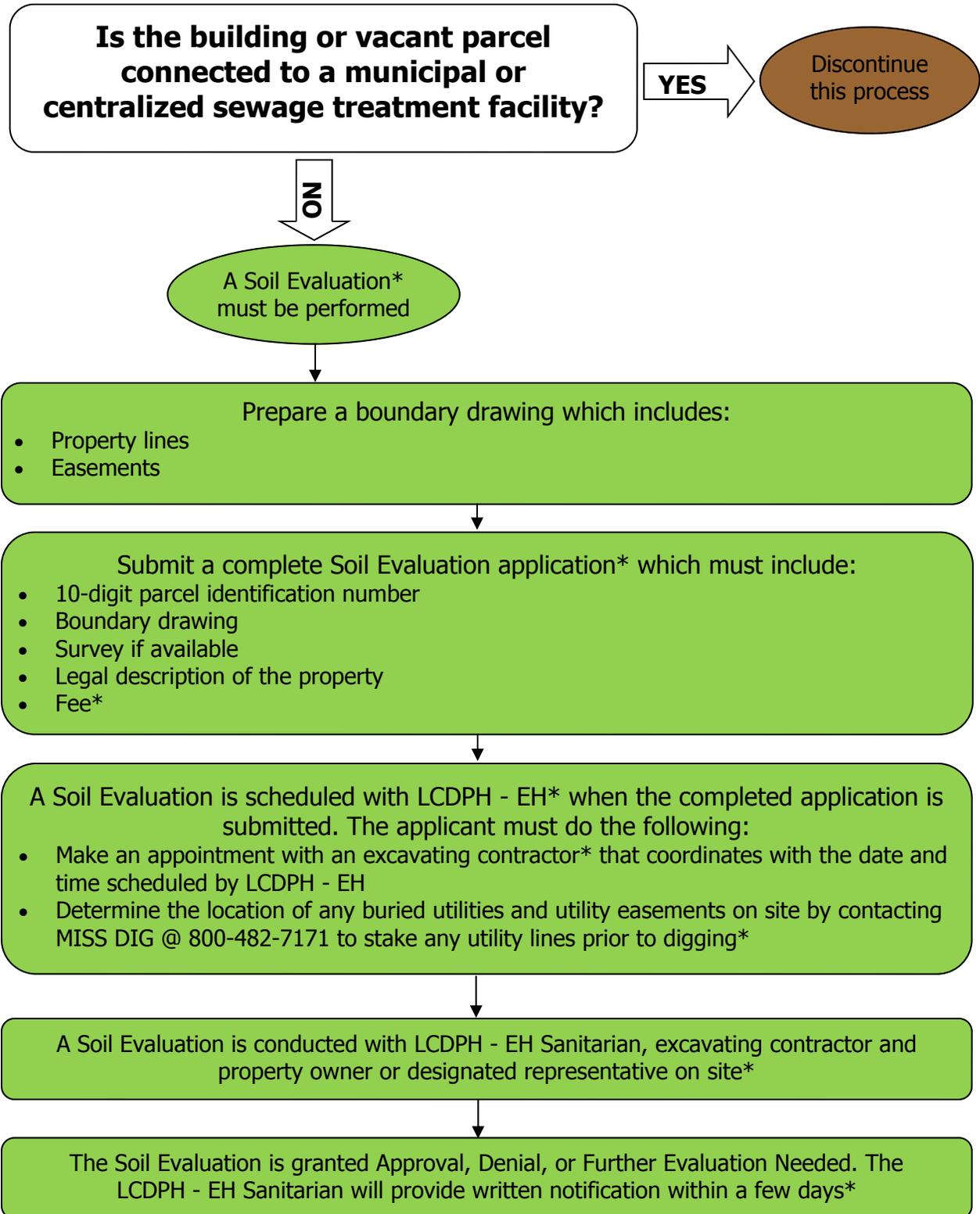
Website:

<http://www.livgov.com/health/eh/Pages/default.aspx>

**LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)**

Soil Evaluation

(labels with an asterisk * are further defined on the Frequently Asked Permit Question Page)



**LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)**

Soil Evaluation

Frequently Asked Permit Questions

(questions are noted with an asterisk* on permit flowchart)

1. What is a soil evaluation?

A: A soil evaluation (sometimes referred to as a “perk test”) is an assessment that determines a site’s suitability for installing a new or replacement onsite sewage system. This evaluation is a more extensive measure of soil than a perk test because it involves the identification of varying soil horizon depths, soil texture and seasonal water tables. An evaluation must be completed and approved before you can apply for a sewage permit and begin constructing your system.

2. Who performs a soil evaluation?

A: The evaluation is performed by a Sanitarian from Livingston County Environmental Health.

3. Where do you get a Soil Evaluation Application?

A: Applications can be obtained in-person at LCDPH-EH, or on-line at:
http://www.livgov.com/health/eh/Documents/Permits/Soil_Evaluation_Application_Rev_09-06_2-22-2013.pdf

4. Who do I submit my completed Soil Evaluation Application to?

A: Completed Soil Evaluation Applications must be submitted to Livingston County Environmental Health (LCDPH - EH) in-person, or through the mail.

5. What is the fee for a soil evaluation and where do you pay the fee?

A: The fee for a residential soil evaluation differs from a commercial soil evaluation. The LCDPH - EH fee schedule is updated annually and it can be viewed on-line at:
<http://www.livgov.com/health/eh/Pages/fees.aspx>
You may mail or pay the soil evaluation fee in-person or on-line.

6. How long does it take to get a soil evaluation scheduled?

A: Appointments can usually be scheduled within 5 to 7 business days of receiving a complete application. During certain seasonal peak construction times, it may take up to 10 business days to schedule the soil evaluation.

7. How do I find an excavating contractor and what do they do during the soil evaluation?

A: Excavating contractors can be found in the yellow pages under “Excavating Contractors”, or “Septic Tanks & Systems - Contractors & Dealers.” The excavating contractor will dig test holes for the soil evaluation.

8. What is the best way to determine if there are buried utilities and utility easements on my property?

A: Either the property owner or the hired excavating contractor should call MISS DIG at 811 or 1-800-482-7171 for this information. It usually takes a few days for MISS DIG to mark utility lines, therefore this should be done several days prior to the scheduled soil evaluation.

9. How is a soil evaluation performed?

A: A soil evaluation is performed by digging test holes, each generally a minimum of eight feet deep, in the area of the proposed sewage system. In some instances the holes may be dug deeper if suitable soils are not encountered at shallower depths. The Sanitarian will determine how many holes must be dug in order to be assured that the area is acceptable. Typically, this is a minimum 4,000 square foot area.

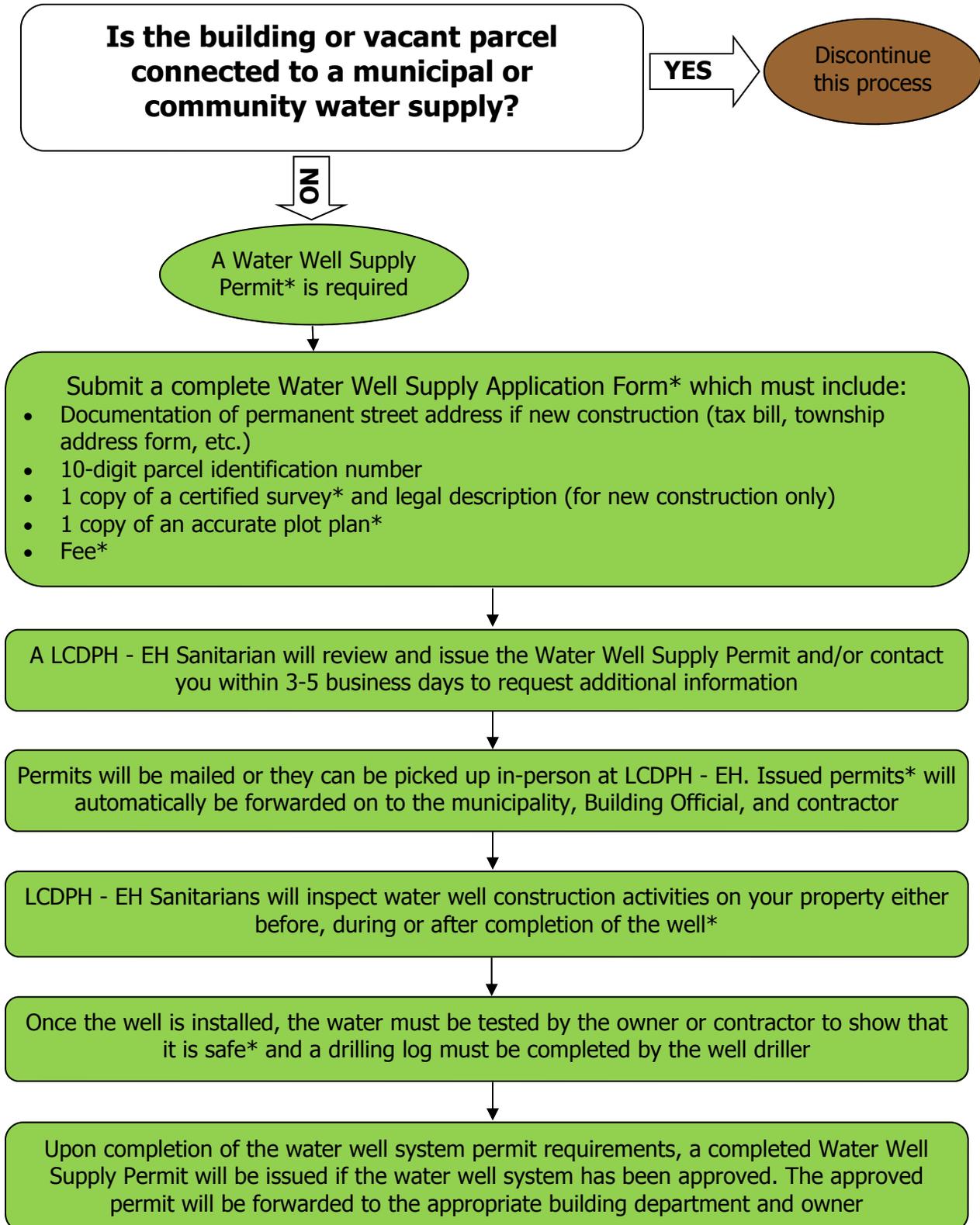
10. What is an “approved” soil evaluation and how long is the soil evaluation valid?

A: An approved soil evaluation is one that notes an approval area for the location of an onsite sewage system. The approval area includes room for the current drainfield and future expansion or replacement. Once, your site is approved, you may apply for your permits. Typically, the evaluation is good indefinitely as long as no major changes are made to the property.

**LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)**

Water Well Supply Permit

(labels with an asterisk * are further defined on the Frequently Asked Permit Question Page)



**LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)**

Water Well Supply Permit

Frequently Asked Permit Questions

(questions are noted with an asterisk* on permit flowchart)

1. What is a Water Well Supply Permit?

A: Water Well Supply Permits authorize the construction of an onsite water well.

2. Where do you get a Water Well Supply Permit Application?

A: Permit applications can be obtained in-person at Livingston County Environmental Health, through the mail, or on-line at:

http://www.livgov.com/health/eh/Documents/Permits/Well_and_Septic_Application.pdf

3. Who do I submit my completed Water Well Supply Permit Application to?

A: Completed Water Well Supply Permit Applications must be submitted to Livingston County Environmental Health Division in-person, or through the mail.

4. When do I need a survey?

A: You must have your property surveyed if: 1.) your property is less than 10 acres OR 2.) the test holes are near an existing or proposed property line OR 3.) the Sanitarian determines it is necessary to ensure the entire water supply or sewage system is located on the property.

5. What is a plot plan?

A: A plot plan is a diagram that illustrates the following: 1.) location and dimensions of the property boundary 2.) house and accessory structures (if applicable) 3.) location and distance of neighboring wells and septic systems and surface water within 100 ft. of subject property, and 4.) location of proposed wells and septic systems.

6. What is the fee for a Water Supply Permit and where do you pay the fee?

A: The fee for a Water Supply Permit can be found on the LCDPH - EH fee schedule which is updated annually and can be viewed on-line at:

<http://www.livgov.com/health/eh/Pages/fees.aspx>

You may mail or pay the Water Supply Permit fee in-person.

7. How long are issued permits valid?

A: You have one year from the time your well permit is issued to complete construction. After that, the permit must be rewritten and a fee assessed. If changes are made which require a site visit, an additional fee may be required.

8. What inspections are made by Livingston County Environmental Health during the construction of my well?

A: The water well contractor will contact LCDPH - EH for the required inspections. All inspections will be made promptly (usually within 24 hours, excluding weekends and holidays).

9. What tests are required to make sure that my water well is safe?

A: It is the property owner's responsibility to collect the appropriate samples, as specified on your permit. At a minimum, new wells must be tested for bacteria, arsenic and nitrates. As an alternative, you may contract with the water well drilling contractor or home builder to collect the samples on your behalf. Sample bottles are available from a Certified Drinking Water Laboratory. Certified Drinking Water Laboratories in the area are:

Brighton Analytical
2105 Pless Drive
Brighton, MI 48116
(810) 229-7575

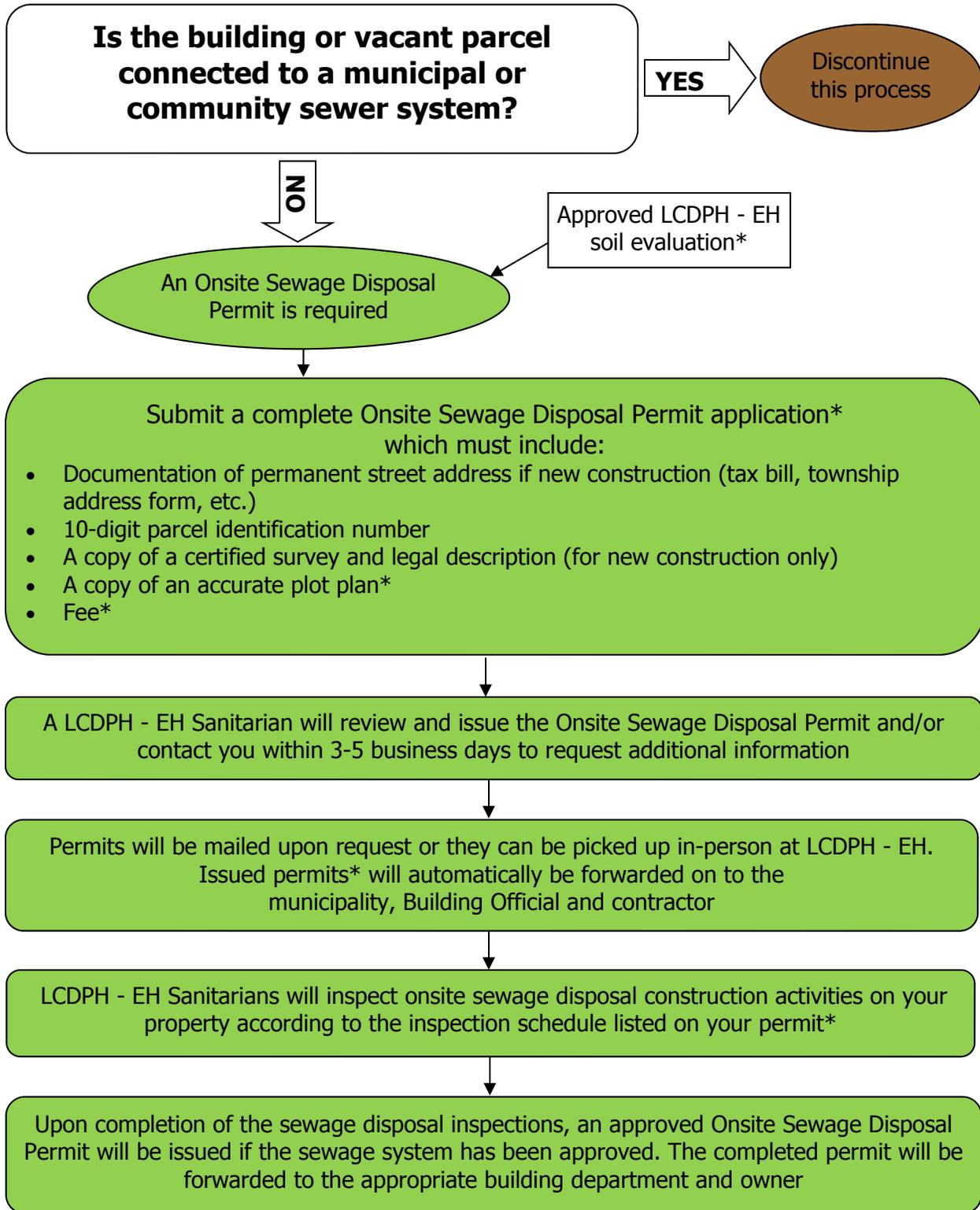
Water Tech
718 S. Michigan Ave.
Howell, MI 48843
(517) 548-2505

Aqua Test
9165 Highland Rd.
White Lake, MI 48386
(248) 698-9500

**LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)**

Onsite Sewage Disposal (Septic) Permit

(labels with an asterisk * are further defined on the Frequently Asked Permit Question Page)



**LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)**

Onsite Sewage Disposal (Septic) Permit

Frequently Asked Permit Questions

(questions are noted with an asterisk* on permit flowchart)

1. What is an approved soil evaluation?

A: The process for obtaining an approved LCDPH - EH soil evaluation can be found on the preceding pages of this permit guidebook. An approved soil evaluation lists sewage disposal requirements that are site specific to your property.

2. Where do you get an Onsite Sewage Disposal Permit Application?

A: Permit applications can be obtained in-person at Livingston County Environmental Health, through the mail, or on-line at:

http://www.livgov.com/health/eh/Documents/Permits/Well_and_Septic_Application.pdf

3. Who do I submit my completed Onsite Sewage Disposal Permit Application to?

A: Completed Onsite Sewage Disposal Permit Applications must be submitted to Livingston County Environmental Health in-person, or through the mail.

4. What is a plot plan?

A: A plot plan is a diagram that illustrates the following: 1.) location and dimensions of the property boundary 2.) house and accessory structures (if applicable) 3.) location and distance of neighboring wells, septic systems and surface waters within 100 ft. of subject property, and 4.) location of proposed wells and septic systems.

6. What is the fee for an Onsite Sewage Disposal Permit and where do you pay the fee?

A: The fee for a Water Supply Permit can be found on the LCDPH - EH fee schedule which is updated annually and can be viewed on-line at:

<http://www.livgov.com/health/eh/Pages/fees.aspx>

You may mail or pay the Water Supply Permit fee in-person.

7. How long are issued permits valid?

A: You have one year from the time your sewage permit is issued to complete construction. After that, the permit must be rewritten and a fee assessed. If changes are made which require a site visit, an additional fee may be required.

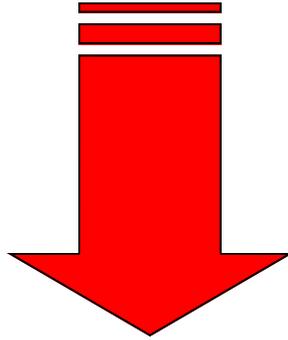
8. What inspections are made by Livingston County Environmental Health during the construction of my sewage disposal system?

A: Your inspection schedule will be listed on your permit. The sewage contractor will contact LCDPH - EH for the required inspections. All inspections will be made promptly (usually within 24 hours, excluding weekends and holidays). Typical inspections include: Excavation Inspection, Final Inspection, and Final Grading Inspection.

9. How do I find a sewage contractor and how do I know if they are qualified?

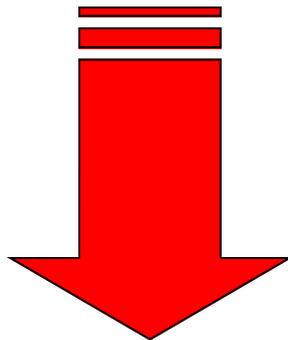
A: All sewage contractors must be licensed and bonded to install septic systems in Livingston County. Request proof of current licensing or contact the Environmental Health Division at (517) 546-9858.

LIVINGSTON COUNTY Building Department



Contact Information:

Livingston County
Building Department
2300 E. Grand River Avenue
Howell, Michigan 48843
(517) 546-3240



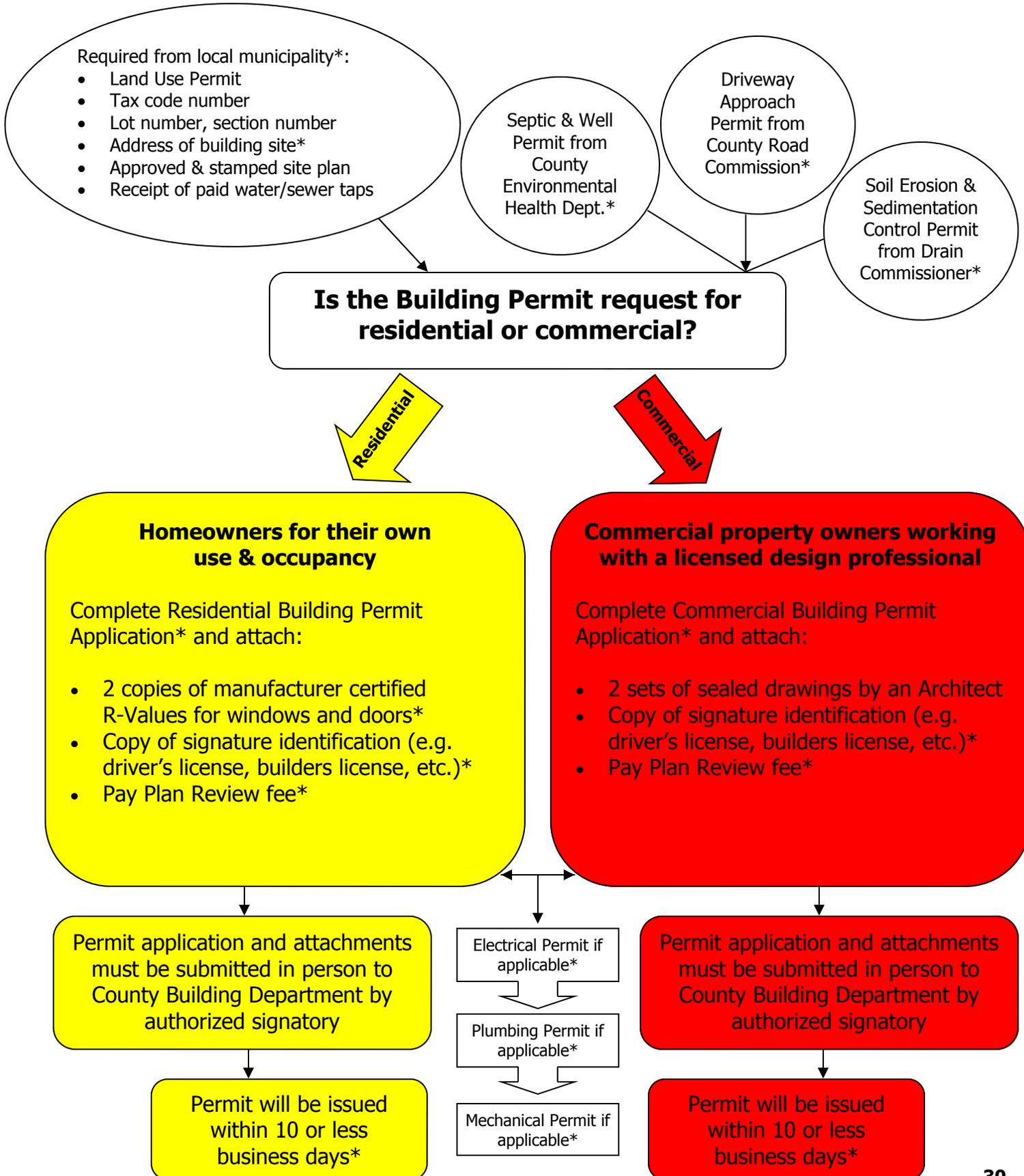
Website:

<http://www.livgov.com/building/Pages/default.aspx>

LIVINGSTON COUNTY BUILDING DEPARTMENT

Residential and Commercial Building Permits

(labels with an asterisk * are further defined on the [Frequently Asked Permit Question Page](#))



LIVINGSTON COUNTY BUILDING DEPARTMENT
Residential and Commercial Building Permits
Frequently Asked Permit Questions
(questions are noted with an asterisk* on permit flowchart)

- 1. Who is the local municipality contact person for obtaining a Land Use Permit, tax code number etc.?**
A: Contact the Township, City or Village Zoning Administrator
- 2. What is my next step if the Zoning Administrator indicates that my building site does not have an address?**
A: Please refer to the Information Technology / GIS section of this guide for information about the addressing process and contact information.
- 3. How do I obtain the County Septic & Well, Driveway Approach and Soil Erosion & Sedimentation Control Permits required before applying for a Building Permit?**
A: Please refer to the County Environmental Health Department, Road Commission and Drain Commissioner sections of this guide for information about the permit processes and contact information.
- 4. Where do I get a Residential/Commercial Building Permit Application and where do I submit this form?**
A: Permit applications can be obtained in-person at the County Building Department, through the mail, or on-line at:
<http://www.livgov.com/building/Documents/bldgapplication.pdf>
Applications must be submitted in-person and signature rules apply to the signing of the application. For further information see: <http://www.livgov.com/building/Pages/sign.aspx>
- 5. What is the best way to obtain manufacturer certified R-Values for windows and doors?**
A: Most window and door manufacturers will have a brochure or chart of R-Values. Livingston County Building Department is looking for the "U Factor or U Value". It must not exceed 0.35.
- 6. How much are the Residential and Commercial Plan Review fees and where do you pay the fee?**
A: The Livingston County Building Department fee schedule will indicate the amount for Plan Review fees, and it can be viewed on-line at:
http://www.livgov.com/building/Pages/Plan_Rev_fees.aspx
The Plan Review fee must be paid in-person when the permit application is submitted at the Livingston County Building Department.
- 7. If an electrical, plumbing or mechanical permit is necessary, where can I get the permit applications?**
A: Electrical: <http://www.livgov.com/building/Documents/electricalpermit2002.pdf>
Plumbing: <http://www.livgov.com/building/Documents/plumbingpermit2002.pdf>
Mechanical: <http://www.livgov.com/building/Documents/mechanicalpermit2002.pdf>
- 8. Who can a Building Permit be released to? When does a permit expire?**
A: There are restrictions on who a building permit can be released to. For further information see: <http://www.livgov.com/building/Pages/pickup.aspx> A permit is good for 6 months upon issuance. If there is recorded activity on the permit, such as an inspection in the first 6 months, a 6 month extension will be given. If there is no recorded activity on a permit within the first 6 months, the permit will become invalid. Cancelled or invalid permits cannot be refunded or reinstated.