

SUPERIOR CHARTER TOWNSHIP

Certificate of Zoning Compliance Application

A Certificate of Zoning Compliance, also called a zoning permit, is required before a structure or site is used, erected, moved, enlarged, altered, or demolished. A building permit or certificate of occupancy cannot be issued when required zoning approval is not in effect. Section 3.02 and the applicable site plan provisions in Articles 5 and 8 of the Superior Charter Township Zoning Ordinance.

Plan Requirements

- ☐ A site plan approved or submitted under Article 5 or Article 8 is attached when those Articles apply.
- ☐ If Article 5 or Article 8 site plan review is not required, a copy of a plot plan drawn to scale are attached.

The plot plan must show

- ☐ Scale, date, and north point.
- ☐ Location, shape, and dimensions of the lot.
- ☐ Dimensioned locations, outlines, and dimensions of existing and proposed structures, including distances from all lot lines.
- ☐ Existing and proposed lot coverage and impervious coverage.
- ☐ Location and extent of uses not involving structures.
- ☐ Clear description of existing and intended uses of all existing and proposed structures.
- ☐ Additional information requested by the Zoning Inspector to determine compliance.

Application Category and Proposed Work

- ☐ Single-family residential - \$100
- ☐ Non-single-family residential - \$250

Proposed work

- ☐ New structure
- ☐ Alteration / building addition
- ☐ Demolition
- ☐ Change of use
- ☐ Other: _____
- ☐ Fence
- ☐ Move structure
- ☐ New or changed use
- ☐ Sign

Property Information (check MapWashtenaw or BS&A for property information)

Property address: _____

Parcel identification number: J - _____

Current zoning district: _____

Record owner name: _____

Owner mailing address: _____

Owner phone and email: _____

Applicant Information

Applicant name: _____

Company: _____

Applicant mailing address: _____

Applicant phone and email: _____

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Project and Use Description

Existing use of the property and structures:

Proposed use of the property and structures:

Describe all proposed construction, alteration, demolition, or site work.

For fence permits, state the height, opacity, and construction materials.

For sign permits, provide renderings of proposed signage across full site, including dimensions and locations.

Required Authorization

Owner authorization. If the applicant is not the fee owner, attach a duly verified affidavit of the owner or qualified applicant stating that the proposed work or operation is authorized by the owner in fee and that the applicant is authorized to make the application.

☐ Verified affidavit is attached, if required.

Owner or authorized applicant printed name:

Date:

Owner or authorized applicant signature

Applicant Certification and Authorization

I certify that the information in this application and all accompanying plans and materials is complete and accurate to the best of my knowledge. I authorize Township officials, employees, and consultants to enter the subject property at reasonable times for review and inspection related to this application. I understand that zoning approval does not replace building, health, road, environmental, or other permits required by agencies with jurisdiction.

Applicant printed name

Applicant signature and date

If the applicant is not the fee owner, the owner must sign below or provide the verified affidavit described on Page 2.

Owner printed name

Owner signature and date

Township Use Only

Decision: ☐ Approved ☐ Denied

Conditions, denial reasons, or comments

Zoning Inspector:

Date: