

Charter Township of Shelby

Timothy Wood
Building Director

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Shelby Township, MI 48316-3572

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OUTLINE PROCEDURES FOR RESIDENTIAL DETACHED ACCESSORY BUILDINGS

(200 sq/ft or less in area)

PERMIT PROCEDURE

Although a Building Permit is **NOT** required, a Zoning Compliance Permit shall be obtained by the **OWNER** of the property. Submit the information indicated below and allow at least two weeks for review and processing. The applicant will be contacted when the permit is ready to be picked up. The permit/application fee of **\$50.00** is required at the time the application is submitted.

- 1) **Zoning Compliance Permit application** - Complete all applicable sections of application. Missing information will cause delays.
- 2) **Plot Plan (3 copies)** - Provide a copy of mortgage survey or scaled drawing indicating location of structure, streets, easements, existing buildings, septic system, and property lines. Provide setback dimensions to all property lines, existing buildings, septic systems, and streets.

Special Conditions may require approval of Township Board, Planning Commission, or the Zoning Board of Appeals.

ZONING REQUIREMENTS

Use

Use of the accessory building shall be incidental to the principal permitted use and shall not involve any business, profession trade or occupation.

Location

Accessory structures shall conform to the following:

- a) **Front Yards** – no accessory building shall be located in a front yard.
- b) **Rear and side yards** – detached accessory building shall be located no closer than 5 feet to the side or rear property line.
- c) **Easements** – no accessory building shall be located in an easement or on any portion thereof.
- d) **Septic system** – a minimum separation of 10 feet to septic systems is required unless otherwise authorized by the Macomb County Health Department.
- e) A minimum of 10 feet shall be provided between accessory buildings located on adjoining parcels.

Grading

All sites shall be graded in a method and manner, which will not cause or allow storm water runoff onto any adjacent property, except to an approved ditch or retention area. Any problematical sites(s) shall require the submission of an engineered site plan.

All construction shall comply with the current Michigan Residential Code.

SPECIAL NOTICE REGARDING DEED RESTRICTIONS AND EASEMENTS

Please be advised that construction activities that are permitted by the Building Department may be further regulated by Subdivision Restrictions or Easement Agreements applicable to the subject property. **In some cases, activities permitted by the Building Department may be prohibited by subdivision restrictions or easement agreements.**

You are strongly advised to check that all current and future lot improvements are in conformance with any applicable subdivision restrictions and easement agreements. Further, you should obtain approval of the subdivision association (if applicable) prior to construction. The laws pertaining thereto generally make the property owner, or agent, responsible for such, and failure to conform may subject you to prosecution.

The installation of doors and other points of ingress and egress in proximity to easements are done at the property owner's risk. No present or future construction and/or lot improvements of any kind shall be permitted within an easement.

To obtain information on recorded subdivision restrictions and easements, the Macomb County Register of Deeds provides the most complete property records and can be reached at (586) 469-5120. In many cases, the Township Clerk's office has copies of restrictions that may apply.

The permit holder is responsible to secure the appropriate approvals for placement of a fence in an easement area and compliance with all applicable subdivision restrictions. **The authorization of a permit by the Building Department shall not be construed as authority to violate any easement or subdivision restrictions.**

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Zoning Compliance Permit Application
 (e.g. Detached accessory buildings ≤ 200 s.f.)

Authority:	Section 16.02, Zoning Ord.
Completion:	Mandatory to obtain permit
Penalty:	Permit cannot be issued

I. PROJECT LOCATION

Street Address	Have permits been obtained for other work related to this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
Name of Owner/Agent	Lot #	Subdivision

II. OWNER INFORMATION

Owner's Name	Phone	Cell Phone	
Email	Fax		
Address	City	State	Zip Code

III. DESCRIPTION

Use <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____	Estimated Cost of Project \$
Describe the proposed project in detail (e.g. construct a 10 foot x 10 foot storage shed)	Area (square feet)
Indicate the proposed use (e.g. storage of items accessory to a single family home)	

V. OWNER SIGNATURE

I hereby certify that I am the owner of record and I agree to conform to all applicable ordinances of the Charter Twp. of Shelby. All information submitted on this application is accurate to the best of my knowledge. No work shall proceed until a permit is issued.	
Signature of Applicant	Date
Drivers' License #	Date of birth

For Building Department Use

- Approved
- Conditions _____
 See plan review record for complete listing of conditions and requirements
- Denied Reason(s) _____

Plan Reviewer _____ Date _____ Permit Fee Total
\$ 50.00