

VILLAGE OF PINCKNEY LAND USE PERMIT 101

Step-by-step process for getting your project done!

You need a permit for almost any type of construction project, including:

Driveways	Additions	Changes in Use (new business)
Sidewalks	Remodeling	Water and/or Sewer connections
Decks	Parking lots	Commercial Construction
Fences	Houses	Large ponds
Swimming pools (in-ground and above-ground, including large inflatables)		

STEP ONE: Save yourself some time and trouble later by calling the Zoning Administrator at 734-878-6206 for help with the permitting process. The ZA will be happy to assist you in determining if your project requires any special permits or variances, and can steer you in the right direction for additional county permits if needed.

STEP TWO: Pick up a Land Use Permit application and sample plot plan at Village Hall, 220 S Howell St. or online at www.villageofpinckney.org. Make sure you also get the list of required submittals.

STEP THREE: Submit your land use application with payment and with any additional required submittals, including plot plan with all required items clearly indicated.

STEP FOUR: Call MISS-DIG!

STEP FIVE: Mark up your project with stakes and strings and contact the ZA to schedule an inspection of the project area for compliance with setbacks, etc.

STEP SIX: Once approved by the ZA, you may need to obtain permits from the Livingston County Building Department (517-546-3240). Permits from the health department and drain commissioner may also be required. You must start work on your project within six months of permit approval.

STEP SEVEN: When your project is completed, contact the ZA for a final inspection. You will need to have a final approval to obtain a certificate of occupancy from the county.

HELPFUL HINTS

Our zoning ordinance and technical standards are online, please review them.

We also offer pre-planning meetings. For larger projects, this may require a fee to cover costs of having an engineer or planner present.

If you live in a subdivision with a neighborhood association, **YOU WILL BE REQUIRED TO OBTAIN WRITTEN PERMISSION FOR YOUR PROJECT** from the association board. Please refer to your by-laws and/or covenants.

Some of our rules may seem silly to you, but they must be followed for a variety of reasons. Errors will result in additional reviews, which means more money out of your pocket. Please make sure you have complied with our technical standards, zoning ordinance and site plan review requirements.