



VILLAGE OF PINCKNEY

220 S Howell Street, Pinckney Mi 48169
Phone: 734-878-6206 Fax 734-878-9749

email: zoning@villageofpinckney.org

Land Use Permit Certificate of Compliance Inspection

Items Attached Site Plan or Plot Plan Blue Prints Fee_____

Date:_____ Zoning District:_____ Permit Number:_____

Information

Job Site Location:_____ Tax Code #: 14-_____

Name of Applicant:_____ Phone #:_____

Applicant email_____

Address of Applicant:_____

Name of Owner:_____ Phone #:_____

Address of Owner:_____

Signature of Owner: _____

Type of Project: Fence, Deck, Shed or On-ground Pool Land Use Interior Renovation New Building

Project Description: _____

SETBACKS

Front (ROW)_____ Rear_____ Least Side_____ Other Side_____

Dimensions of Structure: Width_____ Depth_____ Height_____

Primary Structure:

New Home Addition Garage Commercial Other_____

Sq Ft of first story_____ Sq Ft of second story_____ Sq Ft of garage_____ Attached/Detached_____

1. A site plan must be attached showing the minimum building set backs, sidewalk, drywell, sewer and water location, final grading plan, and first floor elevation.
2. If applicable, Sewer and Water permit will also be required by the Livingston County Building Department before the trench is buried.
3. If water is requested to be turned on, billing for water and sewer usage will begin from that date.

- A land use permit shall be applied for at least 14 business days prior to commencement of any activity regulated by the Zoning Ordinance and prior to application for a building permit.
- *Application information.* An application for a land use permit shall include the established processing fee, a village application form and any other information required, including a plot plan or approved site plan in compliance with §§ [152.385](#) et seq. The application shall also include proof of any other necessary village approvals such as re-zonings, variances and special use permits.
- *Review process.* The Zoning Administrator shall confirm that the application fully complies with the requirements of the Zoning Ordinance. Upon approval, the Zoning Administrator shall keep a copy of the approved land use permit, including accompanying plot plans or site plans in the Village Hall.
- *Land use permit.* The Zoning Administrator shall issue a land use permit so as to allow the beginning of construction. Upon issuance of a land use permit, the petitioner shall apply for all necessary building permits from the Livingston County building official and all other relevant agencies.
- *Certificate of compliance.* Upon completion of construction, it shall be the duty of the property owner or his or her designee to contact the Zoning Administrator and request issuance of a certificate of compliance. The certificate of compliance shall be approved if the development is in compliance with the Zoning Ordinance, the Village Technical Standards and any conditions imposed hereunder. Upon issuance of a certificate of compliance, the petitioner shall apply for all necessary certificates of occupancy from the Livingston County Building Official.
- *Expiration.* The land use permit shall become null and void if work for which the permit was issued is not started within six months after the date of the issuance.
- *Revocation.* If the property owner and/or developer deviates from the approved land use permit, the Zoning Administrator shall provide written notice of permit violation in accordance with § [152.022](#)(B).

Certification: I hereby certify that all uses for which this application is made will conform with the Technical Standards and Ordinances of the Village of Pinckney, Livingston County and the State of Michigan. Additional permits may be required prior to construction.

Applicant Signature: _____ Date: _____

This permit has been reviewed by the Department of Public Works for sewer, water, drywell and sidewalk compliance.

DPW Signature: _____ Date: _____

Zoning Administrator Signature: _____ Date: _____

Fee: \$ _____

Permit Has Been: ☐ Approved ☐ Denied

Requirements for Final Zoning Compliance

- ☐ Final Grading Of Site
- ☐ All Storm Water Be Contained On Site
- ☐ First Floor Elevation Certificate
- ☐ Sewer Hook-up inspected by the Village of Pinckney and Livingston County Building Department
- ☐ Water Hook-up inspected by the Village of Pinckney and Livingston County Building Department
- ☐ Sidewalk Has Been Installed
- ☐ Sidewalk Has Been Waived
- ☐ Drywell Installed and approved By the Village of Pinckney
- ☐ All Construction Debris Contained And/ Or Removed
- ☐ Silt Fence Required

If the above marked items cannot be completed prior to the request for a Final Certificate of Compliance the Zoning Department will require a cash bond for the amount to complete the unfinished marked items above before issuance of a Temporary Certificate of Compliance. Bond will be returned when all items are completed.

Please call in advance for the inspector to schedule your Final Certificate of Compliance. This will help to eliminate any delays in issuance of the Certificate of Occupancy from the Livingston County Building Department.

This Project Did Pass The Zoning Compliance. The Certificate Of Occupancy May Be Issued By The Livingston County Building Department.

Zoning Administrator Inspection: _____ Date: _____

Department of Public Works Signature: _____ Date: _____