



ZONING COMPLIANCE PROCESS

OVERVIEW

The attached information is a guide for assisting developers and property owners through the Zoning Compliance review process. This is a *summary guide only*. **It is the applicant's responsibility to review the full standards contained within Section 36-31 Certificates of Zoning Compliance within the Township Zoning Ordinance.**

Zoning Compliance is required for new/change of use; new/alterations to structures – including accessory structures and any modification to a structure that requires a building permit from Washtenaw County Building Department. The building permit process through Washtenaw County is a separate process to be completed after zoning compliance approval.

Washtenaw County Building Department Contact Information:

705 N. Zeeb Road 734-222-3900 washtenaw.org/156/Building-Inspection

Scio Township Hall Contact Information:

827 N. Zeeb Road 734-369-9400 sciotownship.org

Bring the following information to the front desk at Township Hall:

RESIDENTIAL ZONING COMPLIANCE - CONSTRUCTION

<i>Zoning Compliance Application</i>	One (1) copy of Zoning Compliance Application with property owner signature (or signed contract if you are contractor).
<i>Site Plan</i>	Three (3) copies of the site plan with setbacks to scale (for exterior work only, including egress window requests).
<i>Construction Plans</i>	Three (3) copies of construction plans (same plans to be provided for building permit review).
<i>Required Fee</i> <i>(cash or check only)</i>	\$100 - New residential structures \$50 – All other applications

COMMERCIAL ZONING COMPLIANCE - CONSTRUCTION

<i>Zoning Compliance Application</i>	One (1) copy of Zoning Compliance Application with property owner signature or copy of signed lease.
<i>Site Plan</i>	Four (4) copies of the site plan with setbacks to scale (for exterior work only).
<i>Construction Plans</i>	Four (4) copies of construction plans (this includes Fire Review). Same plans to be provided for building permit review.
<i>Required Fee</i> (cash or check only)	\$100

RESIDENTIAL/COMMERCIAL ZONING COMPLIANCE - USE

<i>Zoning Compliance Application</i>	One (1) copy of Zoning Compliance Application with property owner signature or copy of signed lease.
<i>Interior Layout</i>	Three (3) copies of interior layout.
<i>Description of Use</i>	Three (3) copies of a written description of the type of business, number of employees, and number of parking spaces needed.
<i>Required Fee</i> (cash or check only)	\$50

ZONING COMPLIANCE - DEMOLITION

<i>Zoning Compliance Application</i>	One (1) copy of Zoning Compliance Application with property owner signature or copy of signed lease. (Must state all debris will be removed.)
<i>Site Plan</i>	Four (4) copies of the site plan showing structure(s) to be removed (this includes Fire Review).
<i>Required Fee</i> (cash or check only)	\$50 - Residential \$100 - Commercial

SIGN PERMIT – MONUMENT SIGN

<i>Zoning Compliance Application</i>	One (1) copy of Zoning Compliance Application with property owner signature or copy of signed lease.
<i>Site Plan</i>	Three (3) copies of the site plan showing sign location with setbacks to scale.
<i>Construction Plans</i>	Three (3) copies of construction plans. Same plans to be provided for building permit review.
<i>Required Fee</i> <i>(cash or check only)</i>	\$100 per sign

SIGN PERMIT – WALL SIGN

<i>Zoning Compliance Application</i>	One (1) copy of Zoning Compliance Application with property owner signature or copy of signed lease.
<i>Construction Plans</i>	Three (3) copies of construction plans (building layout, front building pictures with building/suite frontage measurements). <i>*New business sign must have use permit.</i>
<i>Required Fee</i> <i>(cash or check only)</i>	\$100 per sign