

**Norvell Township, Jackson County, Michigan**  
**Zoning Permit Checklist**

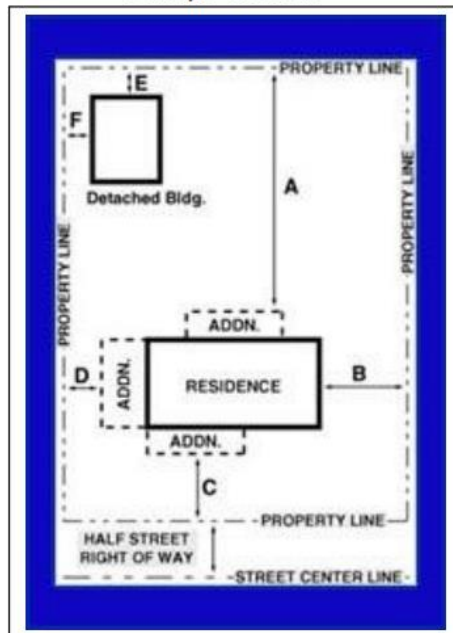


**Zoning Permit Checklist**  
106 EAST COMMERCIAL STREET, P.O. BOX 188  
NORVELL MI 49263  
TELEPHONE – 517-536-4370 WEBSITE – norvelltpw-mi.gov

**Items Required:**

- \_\_\_\_\_ A. Zoning Permit Application
- \_\_\_\_\_ B. Fee Required
- \_\_\_\_\_ C. Plot Plan (Electronic or in a format that is no larger than 11X17)
  - Address of the property, scale, date, and north point.
  - Location, shape and dimensions of the lot.
  - Outline and dimensions of all existing and proposed structures, wells, septic tanks, sewer lines, grinder pumps and drain fields.
  - Setbacks of all existing and proposed structures to all property lines.
  - A clear description of existing and intended uses of all structures.
  - Lot size and square footage calculations of the existing and proposed buildings.
  - Additional information as required by the zoning inspector for purposes of determining compliance with this chapter.

**Example Site Plan**



- \_\_\_\_\_ D. Exterior Building Elevations: (Required for all new structures and additions)
    - All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, trim, down spouts, exterior wall, roofing materials.
    - Include full exterior dimensions (including plate height and roof pitch).
- Additional requirements as requested Township staff:

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- Indicate both colors and materials for all exterior walls, trim, and roofing.
- Building section(s) indicating building height and eave height to the proposed or existing grade.
- Profile of existing and finished grades.

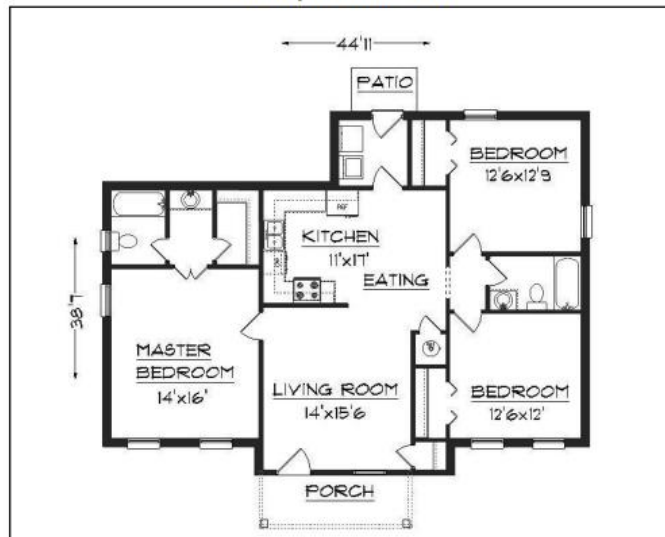
**Example Exterior Building Elevations:**



     E. FLOOR PLAN(S): (Required for accessory structures over 200 square feet, interior remodels, additions and new homes)

- All proposed usable floor level area (including basements, attics, detached accessory structures, etc.)
- All areas to be demolished with proposed walls and existing walls clearly indicated.
- All proposed rooms clearly identified and labeled for each floor level.
- All proposed decks, balconies, porches, garages/carports, etc.
- Exterior building dimensions.
- Doors, windows, bay windows, chimneys, stairways, etc.

**Example Floor Plan:**



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- \_\_\_\_\_F. All other plans needed for a Building Permit
- \_\_\_\_\_G. Additional Information including but not limited to (if necessary)
  - Driveway Permit
  - Sewage Permit
  - Well Permit
  - Projects that expand the building area (NSFH, Additions, Decks, Fences, ect..) may require a staking inspection and/or foundation forms Inspection if required by the Norvell Township Zoning Department. If required please provide the following
    - i. Lot corners must be CLEARLY staked.
    - ii. Lot lines must be marked with string for accurate lot line identification (when applicable).
    - iii. Project corners must be CLEARLY staked and the building perimeter footprint marked with string.
    - iv. Lot must be CLEARLY identified with a sign (i.e.“LOT 49” or “SMITH’S LOT”) If an address is issued, address must be visible from the road.
  - For all properties within a floodplain the following items will be needed:
    - i. An elevation certificate will be required prior to issuance of a Land Use Permit, prior to foundation inspection, and prior to the final zoning compliance.
    - ii. The building will be required to meet the regulations for flood plain areas in section 9.6 of the Township zoning ordinance.
  - A survey prepared and stamped by a licensed surveyor may be required.
  - A plan showing all drainage improvements may be required.
  - Other information deemed necessary to determine compliance with the zoning regulations.