



Planning & Zoning Department
12803 S. Wacousta Rd., Grand Ledge, MI 48837
517-626-6593
www.watertownmi.gov

How to apply for a Zoning Permit

New Residences and Residential Additions

The following items must be submitted to the Planning & Zoning Department:

- **A completed zoning permit application** - There is a \$65.00 application fee* for residential applications. The application is available online at www.watertownmi.gov.
**Cash and check; credit card payments are assessed an additional 3% fee*
- **A plot/site plan or property survey** - This drawing should include property lines, the proposed construction location with setbacks from property lines and other structures, and a north arrow. For properties connecting to public water and sewer, the sketch should indicate where the leads will connect to the building. An example is available online.
- **A completed building permit application** - This application is available online. Fees are based on the value of construction and will be provided to the applicant when the permit is ready for issuance. Electrical, mechanical, and plumbing permits can also be found online. Permit fees are listed on the application.
- **Builder's License, if applicable, and two complete sets of blueprints.**
- **Registered deed for the property** - a registered deed has a stamp from the County Register of Deeds. If you do not have a deed to the property, contact the Clinton County Register of Deeds office at (989) 224-5270.

OR

- **Permission from the owner if you are not the owner of record** - This is required if you are purchasing the property on land contact or if a builder is applying. A statement signed by the owner of record or a copy of the accepted bid/contract for the project is acceptable. A sample authorization form is available online.
- **Well permit** - issued by the Mid-Michigan District Health Department at www.mmdhd.org
- **Septic permit** - issued by the Mid-Michigan District Health Department at www.mmdhd.org

OR

- **Sewer System Permit** - issued by the township, application available online. Fee: \$3,570 due at time of application.
- **Water Permit** - issued by the township, application available online. Fee: \$2,200 due at time of application.
- **Driveway permit** - issued by the Clinton County Road Commission at (989) 224-3274. Not typically required for residential additions. <https://ccrc-roads.com/permits/drive-permit/>
- **Soil Erosion Permit** – Not all properties require this permit. Soil Erosion and Sedimentation Control permits are issued by Clinton County Building Department. If you are unsure if you require this permit, please contact the Clinton County Building Department at (989) 224-5180.

Please Remember:

- Stakes **must** be placed on the property to indicate the location of the project and property lines **before** inspections can be completed.
- Zoning permits require **one to three** business days to complete.
- No work related to a proposed project is allowed **until** zoning and building permits are issued.