



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

How to apply for a Zoning Permit

Decks, Porches, Pole Barns and Other Residential Projects

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** - This drawing should include property lines, the proposed construction location with setbacks from property lines and other structures, and a north arrow. An example is available online.

OR

- **Copy of the property survey** - Please provide this if available, sketch location of proposed construction on survey.
- **A completed building permit application** - This application is available online at www.watertownmi.gov. Fees are based on the value of construction.
- If the intended project requires electrical, plumbing, or mechanical permits, they also can be found online. Permit fees are listed on the application.
- **Copy of Builder's License** – Please provide if applicable.
- **Registered deed** - a registered deed has a stamp from the County Register of Deeds. If you do not have a registered 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.
- **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.