# Planning \& Zoning Approvals <br> Important GUIDELINES 

Please note: All permits are issued by the Eaton County. However, many projects require local zoning approval before a permit will be issued - this includes most signs and structures. Certain projects, like fences, require zoning approval but no building permit. Call (517) 543-8853 with any questions.

Zoning regulations can be complex and difficult to interpret, but understanding certain basic rules will make your project easier to plan. All zoning approvals require a drawing (see page 2 for more information). The rules for projects on corner lots are different, please call for more information.

## Structures:

- You cannot cover more than $30 \%$ of your lot with structures.
- All structures must be at least 10 feet away from any other structure.
- Accessory structures in the rear yard can be as close as 5 feet to the property line.
- The maximum height of accessory structures is 18 feet, measured at the halfway point between the eaves and the peak of the roof.
- Accessory structures cannot be located in a required front or side-yard setback area.
- Accessory structures cannot have a larger footprint than the main building, e.g. you cannot have a detached garage that is larger than the house.
- Placement of swimming pools is regulated the same as other accessory structures.


## Fences:

- Fences can be built on the property line.
- Privacy fences are limited to 6 feet, 6 inches in height and must be in the side or rear yard.
- Only decorative fences are allowed in a front yard - must be $50 \%$ open (see through) with a maximum height of 42 inches. Wire and chain link fences are prohibited in front yard areas.
- There are corner-clearance restrictions on fences located within 15 feet of a driveway or 25 feet of a street intersection. This can be addressed during the zoning review when applicable.
- The finished, or 'pretty' side of the fence can face inward or outward, however outward is considered the standard installation.


## IF YOU HAVE QUESTIONS OR NEED HELP WITH YOUR DRAWING OR MEASUREMENTS, CONTACT Bryan MYrkle at (517) 543-8853 OR BMYRKLE@CHARLOTTEMI.ORG.

## Checklist for Drawings

All zoning approvals require a drawing. This includes new structures, building additions, fences, signs \& swimming pools. They do not need to be professional drawings, but they must have certain basic information. Failure to include the required information can delay your project.

Please use the following checklist to ensure your drawing meets the requirements:

## ALL DRAWINGS MUST INCLUDE:

- The street address of the property where the project will take place.
- Complete contact information for the applicant, as well as the property owner if not the applicant - name, mailing address, phone number and email.


## Drawings for Structures must include:

- The dimensions of the lot.
- The size and location of all structures on the lot (houses, barns, sheds, pools, decks, etc.).
- The dimensions and location of your proposed structure or building addition.
- The distance of your proposed structure to the property lines on all sides.
- The distance of your proposed structure to the closest point of the nearest other structure on the lot (all structures must be at least 10 feet away from any other structure).


## DRAWINGS FOR FENCES MUST INCLUDE:

- The location, height and material of the proposed fence.
- The location, height and material of any existing fences on the lot.
- The proximity of the fence to the property lines (note that perimeter fences can be on the property line, however it is the responsibility of the applicant to determine where that is).
- The location of all driveways on the lot, or on neighboring lots if they are within 15 feet of the proposed fence.
- The location of all structures on the lot and their proximity to the proposed fence.

Application \& drawing should be submitted to the Charlotte City Clerk's Office, 111 E. Lawrence Avenue, Charlotte, MI 48813.
APPLICATION MUST BE ACCOMPANIED BY DRAWING

Check applicable box:
Project is a fence, or for an accessory structure under 200 square feet. $\$ 20$ payment due upon application.

$\square$
Permit fees for all other projects to be collected by the Eaton County Construction Code Department.

Name: $\qquad$ Date: $\qquad$

Address, phone \& email:

Project address:

Property Owner name, address, phone \& email (if different than above):
$\qquad$
$\qquad$

Project description:
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For Internal Use Only

Check box when application and drawing has been scanned to Community Development Director.

