



LAND USE PERMIT INFORMATION PACKET

DOES YOUR PROJECT NEED A LAND USE PERMIT?

Assume the answer to this question is YES!

Almost all construction, repair, remodeling, or excavation work needs Land Use Permit in Hamburg Township. Please call the Township Hall Zoning Office before starting any work to confirm. The Zoning Ordinance of Hamburg Township requires Land Use Permits to be activated before the commencement any of the following actions:

- The erection of a new accessory structure or the alteration of an existing structure. (Including, but not limited to: House, Garage, Shed, Deck, Fence, Interior Remodel, Patio, Gazebo, Porch, Pool, Generator, etc.)

* **Liv. Co. Building Dept. Building Permit is also required ***

- The excavation, alteration or filling of land.
- The new use or change in use of land or an existing building.

*Door, Window, Siding, Roof, and Gutter work without structural changes require a Land Use Permit Waiver. *

Please refer to the [Zoning Ordinance](#) for additional Information.

SUBMITTALS REQUIRED:

The following are basic documents to be submitted for most projects. The Zoning Administrator may, at his discretion, require further documentation if deemed necessary.

- **Proof of ownership and Tax Identification Number** (Copy of Warranty Deed)
- **Three (3) copies of a site plot of your property** showing the location of all existing structures, septic tank and fields, well, grinder pump, sewer lines, easements, alleys, roads and water. It is also necessary to note the dimensions of structures from property lines and in between structures.
- **Three (3) copies of construction plans, along with electronic copy of full-sized building plans emailed to Planning/Zoning Dept at planning@hamburg.mi.us.** For each project plans must contain front, side and rear elevations, floor plan, foundation plan, window and door placement, cross sections as required by code, electrical, plumbing and heating/air-conditioning detailing. For re-roofing, plumbing or electrical, a description of work and list of materials is usually sufficient.
- **Letter of Authorization filled out by homeowner or copy of signed contract between contractor and the homeowner.**

The actual building inspections required under the state construction building codes are completed by the Livingston County Building Department.

NO WORK CAN BE STARTED UNTIL YOU HAVE A BUILDING PERMIT FROM LIVINGSTON COUNTY.

For further information, contact the Zoning Department at 1-810-231-1000 ext. 222.

County fees are in addition to the Township Land Use Permit fees. Permits or waivers must be obtained from the following agencies for issuance of a building permit:

BUILDING PERMIT:

Livingston County Bldg. Department 2300
East Grand River
Howell, Michigan 48843
(517) 546-3240

SEPTIC AND WELL PERMIT:

Livingston County Health Department
Environmental Health Division
2300 East Grand River
Howell, Michigan 48843
(517) 546-9850

SOIL EROSION OR GRADING PERMIT:

Livingston County Drain Commission
2300 East Grand River
Howell, Michigan 48843
(517) 546-0040

DRIVEWAY OR CULVERT PERMIT:

Livingston County Road Commission
3535 Grand Oaks Drive
Howell, Michigan 48843
(517) 546-4250

ELECTRICAL AND PLUMBING PERMITS:

These are separate permits given out by divisions of the Livingston County Building Department. Please call for help. (517)-546-3240

When your project is completed, you must contact the Hamburg Township Zoning Department for a Final Zoning Compliance Inspection.

The Livingston County Building Department cannot issue a Certificate of Occupancy without this.

Please allow at least two (2) weeks prior to closing for this inspection to be scheduled.

NOTE: Regulations and standards mentioned in this handout are selected excerpts from the Hamburg Township Zoning Ordinance and do not contain all applicable land use and zoning regulations. This handout is not intended to substitute for the land use permit and application process.



Land Use Permit Submittal Requirements Checklist

Along with the Land Use Permit Application please submit: NOTE: **Residential**- you need three (3) sets of plans with the information required below. **Commercial**- you need 4 sets of plans (1 set for Fire Marshall). CLEARLY AND LEGIBLY DRAWN.

Email **FULL-SIZED BUILDING plans** to Planning/Zoning Dept at planning@hamburg.mi.us.

1. SITE PLAN (Required for all projects)

- North Arrow.
- Legend & Scale.
- All property lines and dimensions.
- All required setbacks (the 'buildable envelope').
- All public and private roads, street names, right-of-ways and on-site easements.
- Footprint of all **existing** and **proposed** buildings showing all new dimensions to all property setback lines.
- Existing** and **proposed** retaining walls and fences.
- Existing** and **proposed** sanitary sewers, grinder pumps, and wells.
- All impervious surfaces and decks.
- All water bodies, wetlands, and floodplains (an Elevation Certificate may be required if work is in a floodplain).
- A note stating that all stormwater runoff will be managed on the subject site.

2. LOT COVERAGE CALCULATIONS: (Required for all projects except for decks, grading and fences. Can be included on site plan, elevations, or floor plans)

- Building lot coverage; the total footprint of all buildings (covered structures, house, garage, sheds, barns, etc.) divided by the total sq ft size of the parcel, excluding water bodies and wetlands.
- Total impervious surfaces: the total footprint of all other surfaces (including parking, paved or gravel areas, driveways, streets, roads, and sidewalks) divided by the total sq ft size of the parcel, excluding water bodies and wetlands.

3. 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, and roofing materials.
- Include full exterior dimensions.

Additional elevation requirements, if requested by Township staff:

- 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.

4. FLOOR PLAN(S): (Required for accessory structures over 200 square feet, 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.

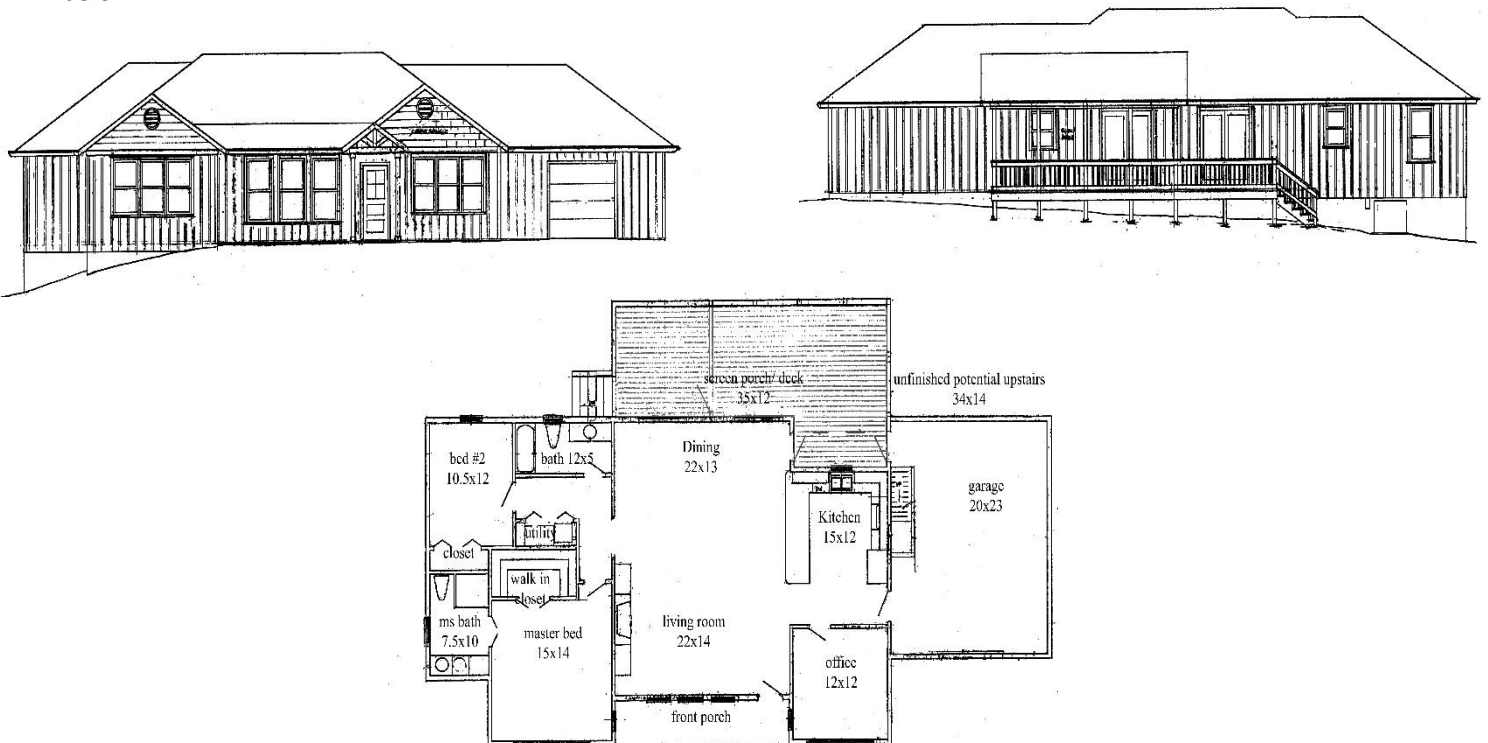
5. ADDITIONAL REQUIREMENTS: (if requested by township staff)

For all properties within a FEMA special flood hazard area the following items will be needed:

- 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.
- The building will be required to meet the regulations for Special Flood Hazard Areas in [Municode: Chapter 36: Article VIII: Section 36-286](#) of the Township Zoning Ordinance.
- Landscaping shall be included on the site plan or on additional landscape plan if required [Municode: Chapter 36: Article VIII: Section 36-284](#) of the Township Zoning Ordinance.
- A survey prepared and stamped by a licensed surveyor.
- A Wetlands Delineation by environmental consultant may be required.
- A plan showing all drainage improvements may be required.
- Property boundaries and project staked for inspection.

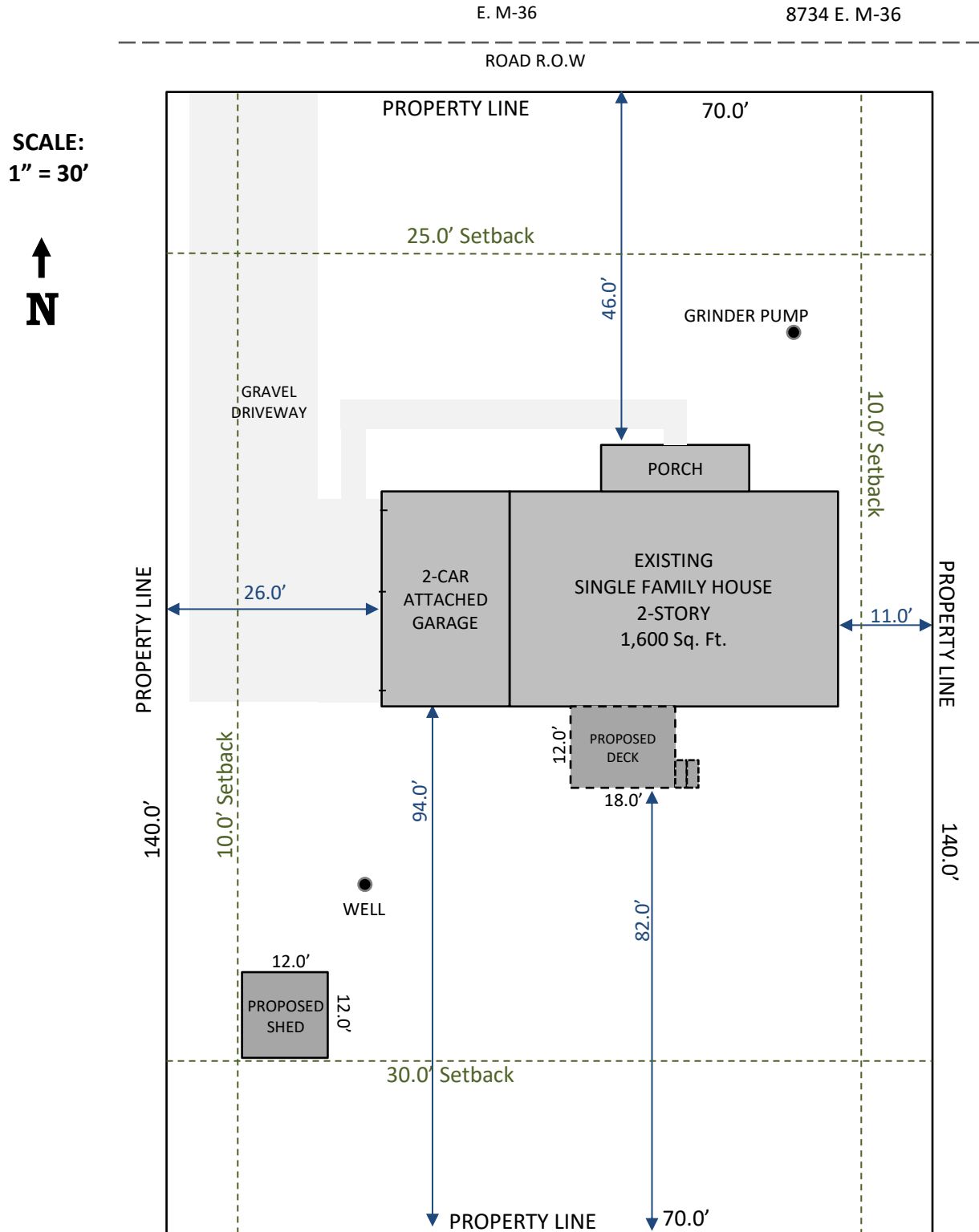
6. CONSTRUCTION DOCUMENTS as required by the Livingston County Building Department.

Drawn to an accurate scale. (i.e., electrical, plumbing, and structural plans). See sample [Construction Plans](#) below.



Sample Plot Plan

** Show all existing and proposed structures, septic tanks, drain fields, well, grinder pumps, roads, easements, and property lines. Site plan must be drawn to scale and noted. **



(Municode [Section 36-186](#)) Schedule of Area, Height, and Bulk Regulations

District		Minimum Lot Area (Sq.Ft.) ^{1,6*}	Minimum Lot Width At Street (Feet) ^{2*}	Maximum Lot Coverage Buildings /Parking (%) ^{7*}	Minimum Yard Setback (Feet) ^{4*}			Maximum Building Height		Additional Regulations Section 36-187
					F ^{3*}	S	R	Stories	Feet	
A.	CE – Country Estate Single Family Residential District	217,800	330	20/20	30	20	35	2.5	35	Yes
B.	RAA-Low Density Rural Residential	87,120 (2 ac.)	200	20/20	30	20	35	2.5	35	Yes
C.	RA-Medium Density Residential	43,560 (1 ac.)	125	35/40	25	10	30	2.5	35	Yes
D.	RB-High Density Residential	10,000	70	35/40	25	8	30	2.5	35	No
E.	RC-Multiple Family Residential	43,560 1st unit plus 2,500 sq.ft. each additional unit	150	35/40	30	20	35	2.5	35	Yes
F.	WFR-Waterfront Residential	43,560	125	35/40	25	10 ^{5*}	30	2.5	35	Yes
G.	NR-Natural River Residential	43,560	150	35/40	25	10	30	2.5	35	Yes
H.	MHP-Mobile Home Park Residential	See Section 36-176.						2.5	35	Yes

* See Footnotes (Next Page)

Note: In the case where your property abuts a water body (lake, canal, etc.) or wetlands you must maintain a fifty (50) foot setback from any water body.

Exception: Any property that abuts a river must maintain a 125 foot setback.

(Municode [Section 36-186](#)) Schedule of Area, Height, and Bulk Regulations

District		Minimum Lot Area (Sq.Ft.) ^{1,6*}	Minimum Lot Width At Street (Feet) ^{2*}	Maximum Lot Coverage Buildings/ Parking (%) ^{7*}	Minimum Yard Setback (Feet) ^{4*}			Maximum Building Height		Additional Regulations Section 36-187
					F ^{3*}	S	R	Stories	Feet	
I.	NS-Neighborhood Service	10,000	80	40/75	25	20 ^{5*}	25	2.5	35	Yes
J.	CS-Community Service	43,560	150	40/75	30	20 ^{5*}	25	2.5	35	Yes
K.	LI-Limited Industrial	43,560	150	40/75	30	20	25	3	40	Yes
L.	GI-General Industrial	87,120	200	40/75	50	20	25	3	40	Yes
M.	OH-Old Hamburg	5,000	50	80/80	10	5	15	2.5	35	Yes
N.	MD-Mixed Development	43,560	150	40/65	40	20	25	3	40	Yes
O.	Village Residential	21,780 ^{9*} Residential with sanitary sewer: 14,000 ^{8,9,10*}	80	35/40 ^{11*}	20 ^{12*}	10	25	2.5	35	Yes
P.	Village Center	18,700 ^{9*} Residential with sanitary sewer: 10,600 ^{8,9,10*}	65	50/80 ^{11*}	see note ^{12*}	10 ^{13*}	15	2.5	35	Yes
Q.	PPRF – Public & Private Recreational Facilities District	1,742,400	660	20/20	100	50	100	2.5	35	Yes

* See Footnotes (Next Page)

Note: In the case where your property abuts a water body (lake, canal, etc.) or wetlands you must maintain a fifty (50) foot setback from any water body.

Exception: Any property that abuts a river must maintain a 125 foot setback.

Footnotes to [Section 36-186](#). Schedule of Area, Height, and Bulk Regulations *

- Minimum lot areas are for all uses within District unless otherwise specified in [Section 36-186](#)., Schedule of Use Regulations. Minimum lot areas are exclusive of public street right-of-way or private road access easements.
- Minimum lot widths are required along the street upon which lot principally fronts. On *cul-de-sacs* or where a *curvilinear street pattern* results in *irregularly shaped lots* with non-parallel side lot lines, the following minimum lot widths shall apply:

District	Minimum Lot Width at R.O.W.	Minimum Lot Width at Building Line
RAA	64 Ft.	106 Ft.
RA, WFR	64 Ft.	100 Ft.
RB	60 Ft.	70 Ft.
RC	100 Ft.	150 Ft.
NR	80 Ft.	150 Ft.

- Minimum front yard setbacks are required as shown except where established buildings on adjacent lots vary from this minimum. In such case, a new building shall be constructed with a front yard of no less depth than the average front yards of buildings located on each side of the proposed building. In no case shall this provision be interpreted to allow a front yard of more than forty (40) feet or less than twenty (20) feet.

On *corner lots, both street yards* shall provide the *minimum front yard setback*. The size of corner lots shall be large enough to accommodate both front yard setbacks.

- In *any District, all buildings and attached structures*, unless otherwise stated shall not be permitted within *fifty (50) feet of the ordinary high-water mark* of any body of water unless otherwise stated as in [Section 36-215](#) Accessory Structures.

In the *Natural River Residential (NR)* zoning district in addition to required front, side, and rear yard setbacks, *all new buildings and structures* shall be required to be setback a minimum of *125 feet from the ordinary high-water mark*, or if the ordinary high-water mark cannot be determined, the setback shall be from the river's edge. The setback may be decreased ten (10) feet for every ten (10) foot rise in bank height to a minimum of seventy-five (75) feet from the ordinary high-water mark.

- In the *Water Front Residential (WFR)* zoning district lots that have *less than or equal to 60 feet lot widths* shall be provided a reduced minimum side yard setback with an *aggregate side yard setback of 15 feet*.

In *Neighborhood Service (NS)* and *Community Service (CS)* Districts, a principal building may be constructed on or near the property line provided that the combination of the two side yards shall total twenty (20) feet and the building's side wall be a fire wall meeting building code. In all cases, one side yard shall be provided which is sufficient to permit the access of emergency vehicles to the rear of the building.

- Lots shall contain a *sufficient buildable site* exclusive of any wetlands meeting the minimum zoning setback regulations plus off-street parking, septic disposal fields, well location and accessory building provisions.

- The *maximum lot coverage* values are for the following:

- Building Lot Coverage; the total footprint of buildings, divided by the site, excluding water bodies and wetlands.
- Total Impenetrable Surface: the total footprint of buildings, parking, paved and gravel storage yards, driveways, streets, roads, and sidewalks, divided by the size of the site, excluding water bodies and wetlands.

Single family or two-family residential lots may have up to an additional ten (10) percent lot coverage after approval of a grading and drainage plan, prepared by a registered engineer or a registered Landscape Architect and approved by the Township Engineer.

- For multiple family dwellings with sanitary sewer, the following maximum densities shall be allowed:

Housing type	Maximum dwelling units per acre	
	Village Center	Village Residential
Apartments	10	8
Townhouses	8	6
Duplexes	6	5

9. The minimum lot area for residential (single and multiple family) may be reduced by up to twenty-five (25) percent, provided that at least half the total area by which residential lots are reduced below the minimum lot size be provided as common open space, meeting the requirements of [Section 36-187](#).
10. The minimum lot area for residential (single and multiple family) with sanitary sewer may be reduced to the sanitary sewer minimum lot size.
11. No building shall be greater than thirty thousand (30,000) square feet gross floor area except for a group of uses, each with individual pedestrian entrances.
12. Buildings shall be placed no more than twenty (20) feet from the front lot line. A lesser setback may be required by the Planning Commission where the established setbacks of adjacent buildings is less than twenty (20) feet. Where the average front yard setbacks for the adjacent buildings on either side of the proposed use is greater than twenty (20) feet the Planning Commission may permit a front yard setback above twenty (20) feet but not to exceed the average front yard setbacks for the adjacent buildings. For a structure with a garage door facing a public street or private road, the accessory garage building, or the front wall of the attached garage, shall be setback a minimum of five (5) feet behind the front building line of the principal structure.
13. The side yard setback shall be a minimum ten (10) feet except a zero (0) foot setback may be permitted where the building abuts another building which is separated by an approved fire wall.

Seawalls (Requirements for a seawall):

Approved permit from the *EGLE (Michigan Department of Environment, Great Lakes, and Energy)* AND *Hamburg Township* Land Use Permit.

**** NOTE: Regulations and standards mentioned in this handout are selected excerpts from the Hamburg Township [Zoning Ordinance](#) and do not contain all applicable land use and zoning regulations. This handout is not intended to substitute for the land use permit and application process. ****

Hamburg Township - Planning and Zoning Department

Mailing Address:
PO BOX 157
Hamburg, MI 48139

Shipping Address:
10405 Merrill Road
Whitmore Lake, MI 48189

Phone:
(810) 231-1000
Ext. 230

planning@hamburg.mi.us

Updated Packet April 2023

Sewer Districts

A large increase in construction activity is being noticed in the sewer districts. During these activities, damage can and is being done to the sewer system and/or grinder pump cans. This is a costly expense to the Township, homeowners, and builders. Some types of work do not require a call to MISS DIG or a Land Use Permit from the Township. However, if the type of work is being done in a sewer district, **approval is also required by the DPW/Utilities Department.**

When building a new home within a sanitary sewer special assessment district Hamburg Township Municode Chapter 14: Article III: [Section 14-51 \(4\) \(b\)](#) requires that you connect into the available sanitary sewer system if:

- Your home will be within 400 feet of an available sewer transmission line.
- In addition, if your existing home is located within 400 ft. of an available sewer line a mandatory connection is required if your on-site septic system has failed or is failing. The septic cannot be repaired or replaced.

The Utilities Coordinator will help you with the sewer connection procedure. Property owners must complete a sewer connection application to begin the sewer process. The Township requires that an approved contractor perform the tap into the sewer main line and grinder pump installation for your property. The DPW Field Superintendent will meet with you at your property to determine the location of the grinder pump station. Once completed, the Utilities Coordinator will:

- Prepare the estimate of cost for the sewer connection.
- Prepare the sewer connection agreement and will meet with the property owners to complete the paperwork.
- Prepare an easement grant form.
- Schedule the work to be completed.

**** If you have any questions concerning sewer connections, please call (810) 222-1193 ****

Excerpt from the Livingston County Environmental Health Department Sanitary Code

Table 302.09: Required Minimum Isolation Distances for Single- & Two-Family Dwellings

From	To Septic Tank (Feet)	To Absorption System (Feet)	To Sewer Line (Feet)
Wells	50	50 [a]	50 [b]
Property lines	10 [c]	10 [c]	10 [c]
Road Right of Ways	5	5	-
Foundation Walls	5	10	
Surface waters	50	100	10
Pressurized water lines	10	10	10[f]
Retention/Detention Ponds not constructed in the water table	50	50	-
Retention/Detention Ponds constructed in the water table	100	100	
Top of Drop-off	5	20	5
Swimming pools	10	10	10
Designated county drains	50	50	-
Foundation walls without footing drains (i.e., slab)	5	5	-
Footing drains installed in water table without direct connection to surface waters	25 [d]	25 [d]	-
Footing drains installed in water table with direct connection to surface waters	50	50	-
Storm drains designed to lower groundwater table	25	100	25
Storm drains designed to divert surface water	50 [e]	50 [e]	10

[a] This minimum isolation distance may be increased at the discretion of the Health Officer given due consideration to existing and potential contamination sources.

[b] A minimum distance of 50 feet is required to a buried sewer, a pressurized sewer, or a sewage pump chamber. In accordance with Part 127-Act 368 of the Public Acts of 1978, as amended, this distance may be reduced to 10 feet if the sewer line is a buried gravity-flow sewer that is constructed of service weight or heavier ductile-iron pipe with watertight joints, schedule 40 PVC plastic watertight joints, or other material and joint that are approved, or a pressurized sewer line with watertight joints (pressure tested to 100 psi after installation), equivalent to Schedule 40 PVC or SDR 21, and meets or exceeds ASTM Specifications D1785-91 or D2241-89.

[c] This minimum isolation distance may be decreased to 5 feet at the discretion of the Health Officer.

[d] This minimum distance may be reduced to 5 feet to the septic tank and 10 feet to the drain field if it can be demonstrated that the footing drains are not installed in the water table.

[e] This minimum isolation distance may be decreased to 25 feet if a premium joint structure is utilized for the construction of the storm drain.

[f] If 10 horizontal feet isolation cannot be maintained and sewer line must cross a water line, then the following shall be adhered to: Sewer lines crossing water lines shall be laid to provide a minimum vertical distance of 18 inches between the outside of the water line and the outside of the sewer line. At crossings, one full length of water pipe shall be located so both joints will be as far from the sewer as possible.

(Variances from these set back requirements have to be requested directly from the Livingston County Health Department Board of Appeals, **NOT** from Hamburg Township.)

***Before a Land Use Permit is issued, for new construction, additions, garages, decks, etc., for properties on sanitary sewers or for structures within 400 feet from a sewer line, you must speak to Brittany Campbell, Utilities Coordinator
810-222-1193***

Thank you!

STAKING REQUIREMENTS

- ❖ Lot corners/sides must be ***clearly*** staked/marked.
 - ❖ Lot lines must be marked with string for accurate lot line identification (when applicable).
 - ❖ Project corners must be ***clearly*** staked, and the building perimeter footprint marked with string.
 - ❖ 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.
 - ❖ ***If your project is not clearly identifiable, Land Use Permit approval can be delayed, and a \$25 re-inspection fee maybe charged.***
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Sample Staking Images:

