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## 2023 Land Use Permit (LUP) 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 and an electronic copy (1 set for Fire Marshall). CLEARLY AND LEGIBLY DRAWN.

Email all **FULL-SIZED BUILDING plans** to Planning/Zoning Dept at [planning@hamburg.mi.us](mailto: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, rights-of-way, and on-site easements.
- Footprint of all **existing and proposed** buildings with new building/addition dimensions to all property 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 and wet lands.
- A note stating that all storm-water runoff will be managed on the subject site.

- **Check boxes to indicate elements are included on plans.**
- **Initial below when all required elements are included on plans.**

Initials \_\_\_\_\_

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

- Building lot coverage; the total footprint of all buildings (covered structures, houses, garage, sheds, barns, etc.) divided by the total sq. ft. size of the parcel, excluding water bodies and wetlands.
- Total impermeable 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 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, 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 flood hazard area 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 an environmental consultant may be required.
- A plan showing all drainage improvements may be required.
- Property boundaries and project staked for inspection.
- CONSTRUCTION DOCUMENTS as required by the Livingston County Building Department. Drawn to an accurate scale. (i.e., electrical, plumbing, and structural plans).