

ZONING COMPLIANCE PROCESS

827 N Zeeb Rd Scio Township Sciotownship.org
734-369-9400

Washtenaw County Building Department
705 N Zeeb Rd 734-222-3900 Washtenaw.org

So, you are building or renovating a property? This will involve permitting by both the Township and the County. In general, the Township cares **where** you put your project (Zoning Compliance); the County cares about **how it is built** (Building Permits). The Washtenaw County Building Department is a separate entity from Scio Township.

Overview of the process: Construction Plans → Apply at Scio Township for Zoning Compliance → Take approved Zoning Compliance to Washtenaw County for building permits and Certificate of Occupancy.

Residential Zoning Compliance

Bring the following to the front desk at Township Hall

- 1 copy of Zoning Compliance application with homeowner signature (or signed contract if you are the contractor)
- 3 copies of the Site Plan with setbacks to scale (for exterior work only, including egress window request)
- 3 copies of construction plans
- Homeowner Association approval (if applicable)
- \$50 fee, cash or check only (new construction \$100)

Commercial Zoning Compliance

Exterior and Interior

- 1 copy of Zoning Compliance application signed by owner (or copy of a signed lease)
- 3 copies of the Site Plan showing all structures with setbacks to scale (for exterior work only)
- 3 copies of construction plans (this includes copy for fire review)
- \$100 fee, cash or check only

Sign Permit – Monument Sign

- 1 copy of Zoning Compliance application signed by property owner or copy of signed lease
- 3 copies of the Site Plan showing sign location with setbacks to scale
- 3 copies of construction plans
- \$100 fee (per sign), cash or check only

Sign Permit – Wall Sign

- 1 copy of Zoning Compliance application
- 3 copies of construction plans (building layout, front building pictures with building/suite frontage measurements) (new business sign must have a use permit)
- Property owner authorization (sign the ZC or signed lease)
- \$100 fee (per sign), cash or check only

Use Permit

- 1 copy of Zoning Compliance application, property owner signed
- 3 copies of interior layout
- 3 copies of a written description of the type of business, number of employees, and number of parking spaces needed
- \$50 fee, cash or check only

Demos for Residential and Commercial

- 1 copy of the Zoning Compliance application (state that all debris will be removed)
- 3 copies of the Site Plan showing structure to be removed (this includes copy for fire review)
- Property owner authorization (sign the application or a signed letter)
- Fees: \$50 for residential, \$100 for commercial, cash or check only