

Charter Township of Shelby

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OUTLINE PROCEDURES FOR RESIDENTIAL DETACHED ACCESSORY BUILDINGS

200 sq/ft or less in area

PERMIT PROCEDURE

Although a Building Permit is **NOT** required, a Zoning Compliance Permit shall be obtained by the **OWNER** of the property. Submit the information indicated below and allow at least two weeks for review and processing. The applicant will be contacted when the permit is ready to be picked up. An application fee of \$25.00 is required at the time the application is submitted.

- 1) **Zoning Compliance** Complete all applicable sections of application. Missing **Permit application** - information will cause delays.

- 2) **Plot Plan - (3 copies)** Provide a copy of mortgage survey or scaled drawing indicating location of structure, streets, easements, existing buildings, septic system, and property lines. Provide setback dimensions to all property lines, existing buildings, septic systems, and streets. (**See Attached Examples**)

- 3) **Construction Plans (3 copies)** **NOT required for submission of Zoning Permit Application.**
Exemption from the permit requirements of the code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the code or any other laws or ordinances of this jurisdiction.

Special Conditions may require approval of Township Board, Planning Commission, or the Zoning Board of Appeals.

ZONING REQUIREMENTS

- | | |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use | Use of the accessory building shall be incidental to the principal permitted use and shall not involve any business, profession trade or occupation. |
| Location | Accessory structures shall conform to the following: <ol style="list-style-type: none">a) Front Yards – no accessory building shall be located in a front yard. |

- b) **Rear and side yards** – detached accessory building shall be located no closer than 5 feet to the side or rear property line.
- c) **Easements** – no accessory building shall be located in an easement or on any portion thereof.
- d) **Septic system** – a minimum separation of 10 feet to septic systems is required unless otherwise authorized by the Macomb County Health Department.
- e) A minimum of 10 feet shall be provided between accessory buildings located on adjoining parcels.

Grading

All sites shall be graded in a method and manner, which will not cause or allow storm water runoff onto any adjacent property, except to an approved ditch or retention area. Any problematical sites(s) shall require the submission of an engineered site plan.

All construction shall comply with the 2000 Michigan Residential Code.

SPECIAL NOTICE REGARDING DEED RESTRICTIONS AND EASEMENTS

Please be advised that construction activities that are permitted by the Building Department may be further regulated by Subdivision Restrictions or Easement Agreements applicable to the subject property. **In some cases, activities permitted by the Building Department may be prohibited by subdivision restrictions or easement agreements.**

You are strongly advised to check that all current and future lot improvements are in conformance with any applicable subdivision restrictions and easement agreements. Further, you should obtain approval of the subdivision association (if applicable) prior to construction. The laws pertaining thereto generally make the property owner, or agent, responsible for such, and failure to conform may subject you to prosecution.

The installation of doors and other points of ingress and egress in proximity to easements are done at the property owner's risk. No present or future construction and/or lot improvements of any kind shall be permitted within an easement.

To obtain information on recorded subdivision restrictions and easements, the Macomb County Register of Deeds provides the most complete property records and can be reached at (586) 469-5120. In many cases, the Township Clerk's office has copies of restrictions that may apply.

The permit holder is responsible to secure the appropriate approvals for placement of a fence in an easement area and compliance with all applicable subdivision restrictions. **The authorization of a permit by the Building Department shall not be construed as authority to violate any easement or**

subdivision restrictions.

Building Requirements (See the code for full text and additional requirements)

- All construction shall be in accordance with the Building Code (2000 MRC)
- Footings: All exterior walls shall be supported on continuous solid or fully grouted masonry or concrete footings, wood foundations, or other approved structural systems which shall be of sufficient design to accommodate all loads.
- The footings in detached accessory structures **not exceeding 400 square feet** in area or 10 feet in height shall extend 12 inches below grade to undisturbed soil or soils of sufficient bearing capacity. R403.1.4 (Exception #2)
- Foundation anchors or ½” bolts are required to attach the exterior sole plates to the foundation perimeter at maximum 6’ intervals and within 1 foot of each corner.
- All wood within 8” of finished grade shall be pressure treated or “ naturally durable”
- Roof framing shall be designed to safely support all dead loads and a 25 p.s.f. Snow load.
- Provide roof ventilation at a minimum of 1 s.f. per 150 s.f. of the area ventilated or 1 s.f. per 300 s.f. if an intake / exhaust method of ventilation is used.
- For roof slopes from 2:12 to 4:12, a minimum of 2 layers of underlayment is required. For roof slopes exceeding 4:12, a single layer of underlayment is required.
- Exterior wall surfaces shall be covered with a weather resistant siding and/or membrane.

Inspections

No inspections required.