

Charter Township of Shelby

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OUTLINE PROCEDURES FOR DETACHED RESIDENTIAL ACCESSORY BUILDINGS [Larger than 200 sq/ft in Area]

PERMIT PROCEDURE

A building permit is required by the OWNER or BUILDER. Submit the information indicated below and allow at least two weeks for plan review and processing. The permit applicant will be contacted when the permit is ready to be picked up. An application fee is required at the time the application is submitted.

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| 1) Permit application | Complete all applicable sections of application. Missing 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. |
| 3) Construction Plans
(3 copies) | Provide detailed plans showing proposed construction |

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

ZONING REQUIREMENTS

- | | |
|-------------|---|
| Area | No accessory building shall have a floor area greater than 75% of the floor area of the principle building. |
| 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:

- 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.

Height

Accessory buildings shall not exceed a maximum height of 15 feet as measured from grade level to mid-point of the roof.

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)
- 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

Electrical (if applicable)

Foundation/ Sand (prior to placement of concrete) and

Final Building upon completion.

Accessory Structure 75% Calculation Form

DATE: _____

Property Address: _____

Township Ordinance states that aggregate area of detached accessory structures may NOT exceed 75% of the TOTAL living area for the principal building. For the purpose of this calculation, the attached garage shall be considered an accessory structure.

Use the worksheet below to verify compliance.

Existing House	_____	Square feet
75 % of Living Area	_____	Square feet
Existing Garage	_____	Square feet
Shed (s)	_____	Square feet
Proposed Garage	_____	Square feet
Total Proposed Accessory Structures (Existing and Proposed)	_____	Square feet

If total proposed accessory sq/ft is less than or equal to 75% of living area
Then the proposed building complies with this provision.

Calculation Result: Complies / Does Not Comply

Proposed structures, which exceed 75% of the total living area,
shall require revisions or a Zoning Board of Appeals variance.