

READING TOWNSHIP

Instruction for Zoning Permit Application

- Project address is where building project will be performed.
- Project Type is what you are doing such as addition, barn, new home, trailer, deck, etc.
- What building or structure will be used for (i.e. human habitat, storage, livestock, workshop, agricultural, etc.).
- Type of structure, stick, block pole barn, etc.
- Property ID number will be on your tax bill, deed or go to county land resource center.
- Present zoning id unknown leave blank, zoning administrator will fill in.
- Township needs your land description that your project will be placed on.
- Owner of property is owner of record, you cannot apply for permit if you are not the owner or you must be of legal representation with notarized documentations.
- Lot area is how many acres or sq. ft. you have of property.
- Lot width is how wide your property is.
- Front, sides and rear yards is how far your project is from your lot lines. Note your lot lines Do Not Include road or other easements.
- Number of stores and sq. ft. is of total of building not your project.
- If the other questions on application apply answer, if they do not apply put N/A.
- Need to know how far project is from other buildings or structures.
- Work performed by: Self put self, if contractor provide Name, Phone number and License number.

Sign and date then call Zoning Administrator at: 517-869-2469, if no answer leave a message.

AFTER ZONING PERMIT IS ISSUED YOU HAVE TO CALL FOR INSPECTION OF SET BACKS, FOOTINGS, POLES, ETC. CALL FOR A FINAL INSPECTION WHEN YOUR PROJECT IS FINISHED. YOUR PERMIT IS GOOD FOR 545 DAYS PER TOWNSHIP ORDINANCE (SECTION 10.4 b). YOU MUST RENEW AFTER THE EXPIRATION DATE.

Other Items Needed

SITE PLAN: Need to show where on property the project will be located, show all roads, lot lines front, back and side. Show how far project is from the lot lines. Show all buildings, structures (See Example of a Site Plan). **NEED TO HAVE A BLUE PRINT OR DRAWING OF PROJECT AS CLOSE TO SCALE AS POSSIBLE.**

Other permits may be needed before you start any construction, check with your County Building Department, Health Department and Road Commission.

Thank you,

Harold Farris,

Reading Township Zoning Administrator