

# CHARTER TOWNSHIP OF YPSILANTI

## OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement • Police Services

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### MINIMUM ITEMS NEEDED FOR SUBMITTAL (Office Use Only)

- Plot Plan  Construction Drawings (2 copies Residential/3 copies Commercial/3 copies New Home)  
 Signed Contract  Sketch Plan (signs)  
 License & Insurance

### I. BUILDING LOCATION

Address: \_\_\_\_\_ Parcel ID # \_\_\_\_\_ ZONING \_\_\_\_\_

Lot Number: \_\_\_\_\_ Subdivision: \_\_\_\_\_

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### II. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor / Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

License Number: \_\_\_\_\_ Email: \_\_\_\_\_

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### III. COST, FEES AND PERMITS

Improvement Value: \$ \_\_\_\_\_  
VALUE BELOW NOT INCLUDED IN ABOVE COST

- A. Electrical \_\_\_\_\_  
B. Plumbing \_\_\_\_\_  
C. Heating – A/C \_\_\_\_\_  
D. Other \_\_\_\_\_

TOTAL VALUE: \$ \_\_\_\_\_

### FEES

- |                     |                                    |
|---------------------|------------------------------------|
| _____ Permit        | _____ Bike Path                    |
| _____ C of O (Temp) | _____ Number of Sign Faces (x\$50) |
| _____ Plan Review   | _____ Contractor Registration Fee  |
| _____ YCUA Permit # | _____ Other                        |
| _____ WCRC Permit # | _____ Other                        |

FEE TOTAL: \$ \_\_\_\_\_

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### IV. APPLICATION TYPE

- |                       |                 |                              |                           |
|-----------------------|-----------------|------------------------------|---------------------------|
| 1. _____ New Building | 4. _____ Window | 7. _____ Demolition          | 10. _____ Pre-Manufacture |
| 2. _____ Addition     | 5. _____ Fence  | 8. _____ Mobile Home Set-up  | 11. _____ Sign            |
| 3. _____ Deck         | 6. _____ Roof   | 9. _____ Alteration / Repair | 12. _____ Other _____     |



**VII. SIGN INFORMATION ONLY**

- **Permanent Signs:** \_\_\_ Ground \_\_\_ Wall \_\_\_ Canopy \_\_\_ Marquee \_\_\_ Window  
\_\_\_ Directional
- **Temporary Signs:** \_\_\_ Construction \_\_\_ Special Event \_\_\_ Real Estate \_\_\_ Sale of Produce
- **Number of Sign Faces:** \_\_\_ One \_\_\_ Two
- **Illuminated:** \_\_\_ No \_\_\_ Yes – Enclose Fixture Specifications, Lamping Options and Photometric Grid

Area of Sign Face: \_\_\_\_\_ sq. ft.      Sign Face Dimensions: \_\_\_\_\_  
 Overall Sign Height: \_\_\_\_\_ feet      Height to Bottom Edge of Sign Box: \_\_\_\_\_ feet  
 Street Right of Way (ROW) Width: \_\_\_\_\_ feet      Setback from Property Line / ROW: \_\_\_\_\_ feet  
 Setback from Structures: \_\_\_\_\_ feet      Depth of Footings: \_\_\_\_\_ feet

SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972, ACT NO. 230 OF THE PUBLIC ACTS OF 1972, BEING SECTIONS 125.1523A OF THE MICHIGAN COMPILED LAW, PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENT OF THIS STATE RELATING TO PERSONS WHO ARE TO PERFORM WORK ON A RESIDENTIAL BUILDING OR A RESIDENTIAL STRUCTURE, VIOLATORS ARE SUBJECT TO CIVIL FINES.

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AUTHORIZED AGENT AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION. I UNDERSTAND THAT THE FEES ARE NOT REFUNDABLE AND PERMITS ARE NOT TRANSFERABLE. THE PERMIT WILL EXPIRE SIX (6) MONTHS FROM THE DATE OF ISSUE UNLESS OTHERWISE SPECIFIED.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

