



**Sumpter Township
Building Department**
23480 Sumpter Road · Belleville, Michigan 48111
Phone: 734-256-4420

New Construction Checklist

SUBMITTALS REQUIRED

- ☐ **Building Permit Application:** Fill out completely; must include tax parcel number and the following documents:
 - **Building plans:** Two physical sets and digital file in PDF format.
 - **Plot plan/Site plan:** Two physical sets and digital file in PDF format prepared and sealed by professional surveyor, architect or engineer, showing boundaries, setbacks, building envelope, easements, existing elevations and finished grades, etc.
- ☐ **Proof of address assigned to property:** Obtain from Township Supervisor's Office.
- ☐ **Sewage Disposal System Permit:** Submit copy as issued by the Wayne County Health Department (734-727-7400). *NOTE: Not applicable if connecting to township sewer system.*
- ☐ **Sewer Tap Permit:** Submit copy as approved by Township Department of Public Works (DPW). *NOTE: Not applicable if using existing tap.*
- ☐ **Water Tap Permit:** Submit copy as approved by Township Water Department. *NOTE: Not applicable if using existing tap.*
- ☐ **Construction of Driveway Permit:** Submit copy as approved by Wayne County Department of Public Service (734-858-2774). Required when adding or improving a driveway approach.
- ☐ **Soil Erosion and Sedimentation Control Permit (or waiver):** Submit copy as approved by Wayne County Department of Public Services, Environmental Services Division (734-326-3936). Required for any earth alteration/disturbance more than acre in size and/or within 500 feet of a water of the state, (lake, stream, wetland, drain).
- ☐ **Wetland/Floodplain permit (or no-jurisdiction letter):** Submit assessment from private contractor or state Department of Environment, Great Lakes and Energy (EGLE) if proposed build is within regulated wetlands or a floodplain. You can access the wetland map [here](#).

Schedule of Area, Height and Placement Regulations (Section 4.18)

Zoning District	Minimum Lot Size Per Dwelling Unit		Minimum Building Height (a)		Minimum Yard Setbacks (b)				Minimum Floor Area Per Dwelling Unit (d)
	Area (m)	Lot Width	Stories	Feet	Front (a,c)	Side	Total of Two (2) Side Yards	Rear	
AG, Agricultural District	1 acre	150 ft.	2	35	50 ft.	20 ft.	40 ft.	50 ft.	1,200 sq. ft.
RF, Rural Farm District	1 acre	150 ft.	2	35	40 ft.	20 ft.	40 ft.	50 ft.	1,200 sq. ft.
R-1, Country Home District	1 acre	150 ft.	2	28	40 ft.	20 ft.	40 ft.	50 ft.	1,200 sq. ft.
R-2, Single-Family Residential District	(f)	(f)	2	28	30 ft.	10 ft.	25 ft.	40 ft.	1,200 sq. ft.
RM, Two-Family and Multiple Family Residential District	(e)	150 ft.	2	30	25 ft.	10 ft.	25 ft.	50 ft.	(h)
RMH, Manufactured Housing Park District	10 acres	(see section 6.33)							
CBD, Central Business District	----	----	3	40	----	----	----	----	----
C-1, Local Business District	----	100 ft.	2	30	30 ft.	10 ft.	20 ft. (i)	20 ft.	----
C-2, General Business District	----	150 ft.	2.5	30	45 ft.	10 ft.	20 ft. (i)	20 ft.	----
LI, Light Industrial District	1 acre	200 ft.	4	40	50 ft.	20 ft.	40 ft.	20 ft.	----
GI, General Industrial District	2 acres	250 ft.	3	50	75 ft.	30 ft.	60 ft.	30 ft.	----

Footnotes to Schedule of Area, Height, Width, and Setback Regulations

- (a) In all residential and industrial districts, the required front yard setback shall not be used for off-street parking, loading or unloading, and shall remain as open space unoccupied and unobstructed from the ground upward except landscaping, plant materials or vehicle access drives.
- (b) All yards abutting a public street, private road, or access easement shall be considered a front yard for setback purposes.
- (c) Where a front yard of lesser depth than specified in the schedule of regulations exists in front of dwellings on more than sixty (60) percent of the lots of record on one (1) side of the street in any one (1) block in a single-family residential district, the depth of a front yard for any building built or placed afterwards on any lot in such block need not be greater than the average depth of existing building front yards.
- (d) The minimum floor area per dwelling unit shall not include the area of basements, utility rooms, breezeways, porches or attached garages.
- (e) Minimum land area required for each dwelling unit in the RM district shall be:

- (1) *Lot area and density.* Every lot or parcel of land occupied by a multiple-family structure shall contain no less than the following lot area (excluding existing public road right-of-way):

Dwelling Unit Size	Land Area in Square Feet for Multiple Dwellings	Land Area in Square Feet for Townhouses and Duplexes
Efficiency or one bedroom unit	3,000	4,200
Two-bedroom unit	4,200	5,100
Three-bedroom unit	5,100	5,700
Four or more-bedroom unit	5,700	6,000

- (2) *Building length.* The maximum overall horizontal length of any one (1) building or group of buildings attached together over any portion of a common party wall, shall exceed two hundred (200) feet.
- (3) *Distance between buildings.* In addition to the required setbacks from property boundaries, the following minimum distances shall be required between each multiple family structure:
 - A. Where buildings are front to front or front to rear, three (3) times the height of the taller building, and not less than seventy (70) feet.
 - B. Where buildings are side to side, one and one-half (1.5) times the height of the taller building, but not less than twenty (20) feet.
 - C. Where buildings are front to side, rear to side, or rear to rear, two (2) times the height of the taller building but not less than thirty-five (35) feet.

In applying the above standards, the front of the building shall mean that the face of the building having greatest length and contains the primary entrance to the building; the rear is that face opposite the front. The side is the face having the smallest dimension.
- (4) The minimum distance of any principal building from the ordinary high water mark shall be fifty (50) feet.
- (f) Single-family lots without municipal sanitary sewer and water shall be a minimum of one (1) acre in area, with one hundred fifty (150) feet of frontage and subject to Wayne County Health Department approval. Lots served by both municipal water and sanitary sewer must be a minimum of fifteen thousand (15,000) square feet in area with one hundred (100) feet of frontage.
- (g) Public sanitary sewer and public water supply systems shall serve residential developments.
- (h) The minimum required floor space per dwelling unit shall be as follows

Efficiency	350
1 bedroom unit	600
2-bedroom unit	800
3-bedroom unit	1,000
Each additional bedroom	80

- (i) Properties containing public or private horse stables must have a minimum of three (3) acres regardless of the zoning designation.

Section 5.13 - Single-family dwellings, manufactured housing, prefabricated housing.

- (a) *Construction standards.* Minimum construction standards for all one-family dwellings shall be pursuant to all applicable state, federal and/or local laws, codes and ordinances.
- (b) *Unit size and dimensions.* Each dwelling unit shall comply with the minimum square footage requirements of the zoning district in which it is located. Each dwelling unit shall have a minimum width on all elevations of twenty-four (24) feet.
- (c) *Foundation and anchoring.*
 - (1) Single-family dwellings must be installed on a permanent foundation. At a minimum, this shall include a cement block or poured foundation with cement footings around the complete outside perimeter of the dwelling. A basement, in accordance with applicable township codes, may be substituted for equivalent portions of the foundation. If the foundation or basement does not meet specifications for imposed load capacity, adequate additional support shall be provided.
 - (2) A crawl space of not less than twenty-four (24) inches shall be provided between the bottom of the home and the ground level. The crawl space shall not be utilized for storage purposes.
 - (3) A minimum of two (2) exterior doors must be provided. All means of access, including, but not limited to porches, steps and ramps, shall be fixed to the foundation of dwellings.
- (d) *Roof design.* The roof of each dwelling unit shall be pitched with a minimum 5:12 slope and shingled, with an overhang of not less than twelve (12) inches on all sides. The roof must be permanently attached to and supported by the dwelling and not by exterior supports. All dwellings shall have roof drainage systems concentrating roof drainage at collection points. Eaves troughs must be provided where appropriate.

Exceptions to roof design and materials may be granted when said roof design and materials are typical of a particular architectural style and/or are compatible with dwelling units in the surrounding area. Sealed architectural plans shall be furnished to the zoning administrator for his or her review as to this exception.
- (e) *Sewer and water service.* All single-family dwellings shall be served by public sewer and water service, where available, or approved on-site systems in the case where public sewer and water service are not available.
- (f) *Storage areas.* All single-family dwellings shall contain inside storage areas equal to ten (10) percent of the square footage of the building, or one hundred (100) square feet, whichever is less. Such storage areas may be located in a basement beneath the dwelling, in an attic area, in one (1) or more closet areas or in an attached or detached structure, with construction standards and material of equal quality and durability to the principal structure.
- (g) *Compatibility determination.*
 - (1) In terms of construction standards, character, materials, design, appearance, aesthetics and quality, all dwellings shall be compatible, (i.e., meet equal or greater standards), as compared with existing dwellings in the area. The zoning administrator shall make the determination of compatibility in the first instance, based upon the plans, specifications and elevations that shall be presented upon application for a building permit. Such determination shall be made in view of the following:
 - A. The area of consideration. If the dwelling is to be located in a platted subdivision, planned unit development or site condominium development, it shall be compatible with the houses in the plat. If not in a platted subdivision, planned unit development or site condominium development, it shall be compatible with the dwellings within five hundred (500) feet of the property in question.
 - B. The square footage of floor space.
 - C. The length, width and height of the structure.
 - D. The architectural type and design, including, without limitation, exterior materials, the custom nature of the design, the roof style and the like, to the extent that the same would likely bear upon property values.
 - E. The attachment of garages.
 - F. Maximum lot coverage shall be in accordance with section 4.20.

These regulations shall not be construed to prohibit innovative design concepts involving such matters as energy conscious devices, including solar energy, view, unique land contour and/or custom qualities.

- (2) The zoning administrator may request a review by the planning commission of any dwelling unit with respect to this section. The zoning administrator or the planning commission shall not seek to discourage architectural variation, but shall seek to promote the reasonable compatibility of the character of dwelling units, thereby protecting the economic welfare and property value of surrounding residential uses and the township at large.

Criteria for permitting single-family dwellings within a building containing another permitted use.

- (1) *First floor uses.* Due to the potential for incompatibilities of use when a residential dwelling unit is located on the first floor of a building in a non-residential area, certain criteria must be satisfied as part of the special land use request. The criteria associated with a first floor residential use include the following:
- A. Compatibility of architecture. The front facade of the building shall be designed to be compatible with the adjacent structures when located in a predominantly non-residential area.
 - B. Driveways. Only one (1) driveway will be permitted for the structure unless located on a corner lot.
 - C. Location of off-street parking. The required parking shall be provided on-site and located within the rear of the property.
 - D. Trash containers. All such containers shall be located within an enclosure situated within the rear of the property.
 - E. Building occupancy. A residential use shall not occupy more than fifty (50) percent of the gross first floor area.
- (2) *Second floor uses.* A residential use located above a first floor office or commercial use is permitted through the special land use process, and subject to the requirements of section 3.3.

Michigan Department of Environment, Great Lakes, and Energy (EGLE) New Construction Requirements

For new homes where potential wetlands exist on the property, a wetland delineation either from a private consultant or from the State of Michigan's [Wetland Identification Program](#) (WIP) service is required to ensure the proposed home location is not within wetland boundaries. If wetland impacts are proposed, a description must be provided on the plans (and explain in the application the purpose of the project) and apply for the permit. Listed below are instructions for applying for a permit or a [pre-application meeting](#). The interactive EGLE wetlands map viewer can be found [here](#).

Instructions for applying for a permit:

1. Go to [MiEnviro Portal](#).
2. Create an account.
3. Look in your email for the account activation notice.
4. Choose your security questions by clicking on the link in the activation email.
5. Locate the permit application form by clicking on the "Start a New Form" tab located on the left side of the screen.
6. Select "I Want To Start A New Application".
7. To apply for a permit, start typing or select "Digital EGLE/USACE Joint Permit Application (JPA) for Inland Lakes and Streams, Great Lakes, Wetlands, Floodplains, Dams, Environmental Areas, High Erosion Areas, and Critical Dune Areas" (typing "joint permit" will bring it up as an option)

Instructions for requesting a pre-application meeting:

1. Go to [MiEnviro Portal](#). <https://miwaters.deq.state.mi.us/miwaters/external/home>
2. Create an account.
3. Look in your email for the account activation notice.
4. Choose your security questions by clicking on the link in the activation email.
5. Locate the permit application form by clicking on the "Start a New Form" tab located on the left side of the screen.
6. Select "Service Requests".
7. To apply for a preapplication meeting, type preapplication and select pre app meeting under Part 301, 303 (DO NOT select critical dunes or wetland restoration pre-meeting)

Instructions on how to apply for a preapplication meeting:

1. Complete and submit the form in [MiWaters](#).
2. Upload the requested documents including location map, a detailed site plan and cross-sections with dimensions, an authorization letter if you have an agent and/or proposed work (including access) is taking place on property that you do not own.
3. Submit your payment. See the fee schedule for permit applications [here](#).

Listed below is a list of wetland consultants that commonly perform work in the metro-Detroit area. The firms included below are not recommendations of EGLE or Sumpter Township. No attempt was made to compile a comprehensive list of firms and listing, or omission of any firm does not imply endorsement or disapproval. EGLE and Sumpter Township make no endorsement or representation of any qualifications or lack of qualifications by any of the individuals or companies. Companies are included without a review of qualifications. The State of Michigan and Sumpter Township make no warranties, expressed or implied, as to this list's accuracy or completeness, or to the competency, qualifications, or professional abilities of any contractor listed. This list is provided as a service by EGLE, and the user is advised to exercise good judgment in its use. You should investigate these businesses similar to any other service or establishment.

- Marx Wetlands – Bryana Guevara (734) 478-8277
- Niswander Environmental – Todd Losee (810) 225-0539
- Dortman Environmental- Dave Dortman (810) 327-6895
- ASTI- Diane Martin (810) 225-2800
- ECT – Elizabeth Theile (734) 769-3004 ext. 20306
- Wilson Road Group – Jeff Hurley (810) 895-1219
- Barr Engineering – Woody Held (734) 922-4422
- Atwell Group – Don Berninger (734) 994-4000
- Land Planning Solutions – Matt Carmer (248) 890-7612
- Metro Consulting – Pamela Rice (734) 217-4726
- Nowak & Fraus – Mike Peterson (248) 332-7931
- PEA – Magan Rugenstein (248) 312-8232
- The Mannik & Smith Group (517) 316-9232
- Metro Consulting – Pamela Rice (734) 217-4726
- Nowak & Fraus – Mike Peterson (248) 332-7931
- PEA – Theresa Pardington (248) 689-9090 ext. 1155