

**LIVINGSTON  
COUNTY  
PERMIT  
GUIDEBOOK**

**2013**



# LIVINGSTON COUNTY PERMIT GUIDEBOOK

## Introduction

Most often the initial contact any resident, developer or builder has with the regulatory process occurs when a development is still an idea. At this initial stage in the decision process, specific information on permits and regulations is critical for determining whether or not to commit time and money to a development.

Information is needed in order to test the feasibility of a particular course of action. Does the development conform to the local zoning ordinance? What permits are required? How long will it take to get the permits? How much do the permits cost?

The primary objective of the *Livingston County Permit Guidebook* is to compile information about the regulatory processes of Livingston County governmental departments into one document that will guide anyone seeking development assistance. Permit information has been assembled from the following six Livingston County departments:

- Livingston County Road Commission
- Livingston County Information Technology Department/GIS Division
- Livingston County Planning Department/Livingston County Planning Commission
- Livingston County Drain Commissioner's Office
- Livingston County Department of Public Health/Environmental Health Division
- Livingston County Building Department

The guidebook provides residents, developers and builders with a flow chart of steps involved in each permitting process, time estimates of each review process, lists of frequently asked permit questions, department contact information, and links to fee schedules and permit applications.

It is our hope that this guide will make doing business in Livingston County more pleasant and financially rewarding because the permit process has been simplified, thereby reducing confusion and expediting the development process.

# LIVINGSTON COUNTY PERMIT GUIDEBOOK

## Intent

The intent of this publication is multifold; Livingston County is currently involved in the following strategic endeavors that have prompted this new permit guidebook.

- **Advantage Livingston** - Advantage Livingston is a community-driven Livingston County economic development plan for thriving in the New Economy <http://www.advantagelivingston.com/> The objective of this plan is to foster an environment that encourages the various entities in the County to begin to think of ourselves as one community with common goals and objectives. The result of that change in approach will allow us to create a more inviting community for both businesses and residents. Such an environment will attract new citizens and allow us to, once again, be a growing and vibrant region. We are fortunate in this county because there is an almost universal enthusiasm and acceptance for such a vision – one that other communities are having trouble duplicating.

Livingston County Government is playing a vital, leadership role in the five strategies of the Advantage Livingston plan: Brainpower; Placemaking; Marketing; Jobs and prosperity; and Collaboration, Cooperation and Consolidation. A priority action item of the Collaboration, Cooperation and Consolidation strategy is creating a 'One-stop option for all permitting.' The ultimate goal is for Livingston County to be perceived as a community in which it is easy to start up and operate a business.

- **Redevelopment Ready Communities** - In 2012, through the Livingston County Economic Development Council, Livingston County began partnering with Ann Arbor SPARK to provide economic development services for the county. This means that we are now part of the conversation on projects at a regional, national and international level. By combining unique assets like the University of Michigan's research centers and Livingston County's central location within the state, we are now receiving consideration from projects that would not have otherwise considered us.

Through this partnership, SPARK has encouraged all Livingston County communities to become Redevelopment Ready Communities (RRC)

<http://www.michiganadvantage.org/Redevelopment-Ready-Communities/>

This Michigan Economic Development Corporation state-wide program certifies communities who actively engage stakeholder to vision and plan for the future. Communities that receive the RRC certification have removed development barriers by building deliberate, fair and consistent processes that will attract development investment. Livingston County is currently developing some of the 'best practices' of the RRC program including creating a "Guide to Development" in the form of this *Livingston County Permit Guidebook*.

- **Livingston County Website Redesign** - Livingston County recognizes the need to develop a website for the future, and one of the goals is to make it a user-friendly system that is consistent with the needs of the general public. With a "go live" date of spring 2013, the new system will provide an expedient way for customers to find and use current and new information and services on-line and enable swift access to same. This website re-design will increase county revenues and reduce staff time required for over-the-counter transactions.

# LIVINGSTON COUNTY PERMIT GUIDEBOOK

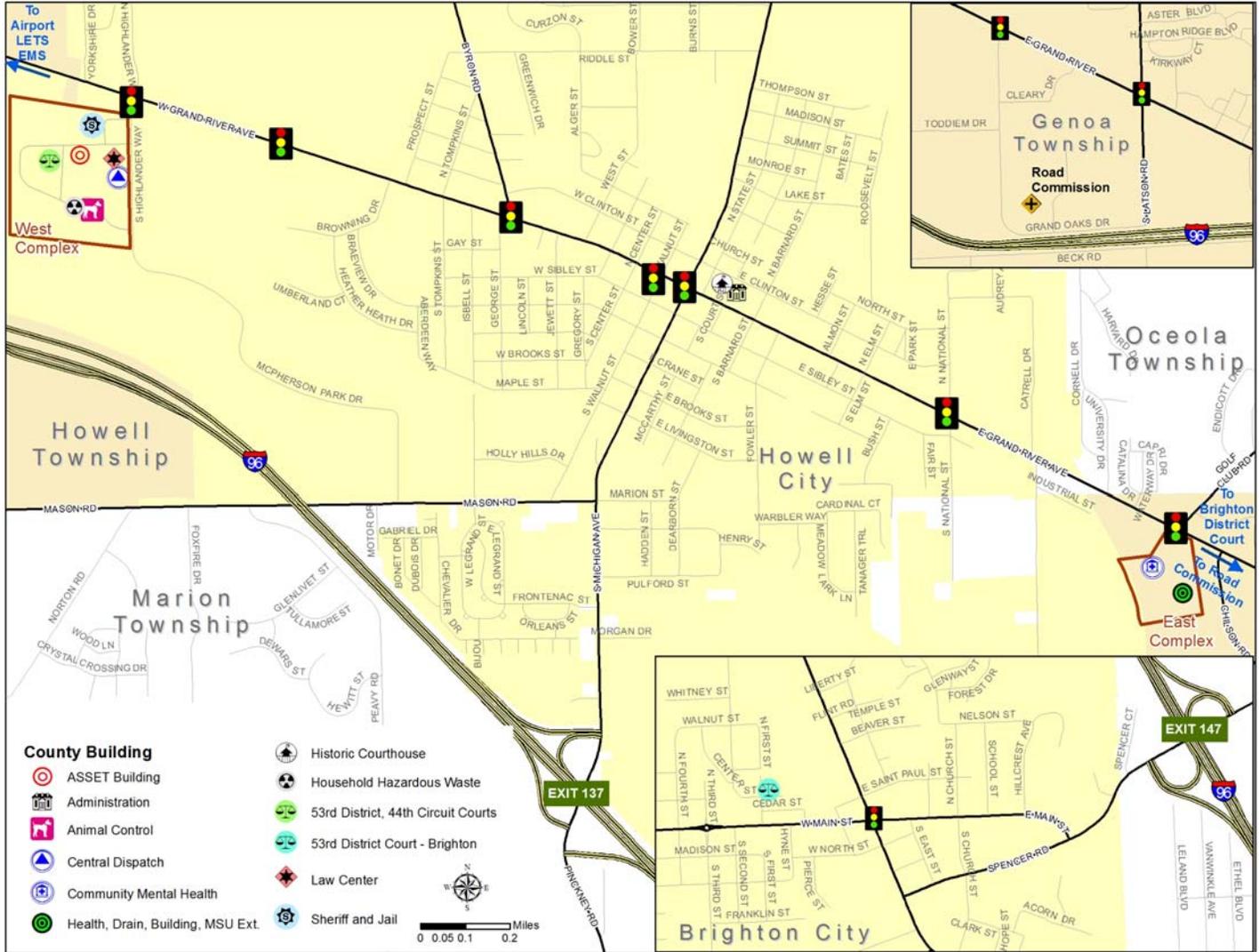
## How to help yourself through the permit process

The Livingston County permit process can be assisted by you. Following are some suggestions for pieces of information that you should know about your property before you begin any permit process. The gathering of this basic information helps Livingston County departments better serve your permit needs.

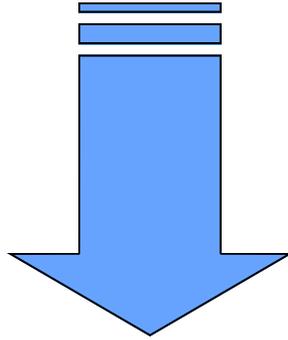
- 1. Location Information** - Know the location of your project in relation to the County. For development purposes, the location cannot be based on the mailing address of the property; for instance the Howell mailing area includes the City of Howell and many surrounding communities. Instead, please identify the property by:
  - Legal description
  - Roadway address
  
- 2. Master Plan Designation** - Your local municipality has created a vision for the future land use of your community in a document called the Master Plan. Reference this document, specifically the Future Land Use Map, to determine whether or not you are proposing development that is compatible with the Master Plan designation for your property. This will help you gauge community support for your proposed development plans. For direct access to Livingston County city, village and township master plans, see the County Planning Department website reference page at: <http://www.livgov.com/plan/Pages/default.aspx>
  
- 3. Zoning District** - Know the zoning of your property. Each municipality is the official keeper of their township zoning map. For the most accurate, up to date information on the zoning of your property, please contact your local Zoning Administrator or Planner at the municipal hall. The zoning of your property will determine what uses are permitted as well as several dimensional requirements such as lot size, setbacks, etc. For direct access to Livingston County city, village and township zoning ordinances, see the County Planning Department website reference page at: <http://www.livgov.com/plan/Pages/default.aspx>
  
- 4. Project Professionals** - Know the name, address and telephone number of anyone assisting in the project. For example, contractors, builders, plumbers, electricians, well drillers, etc.

# LIVINGSTON COUNTY PERMIT GUIDEBOOK

## County Facility Location Map

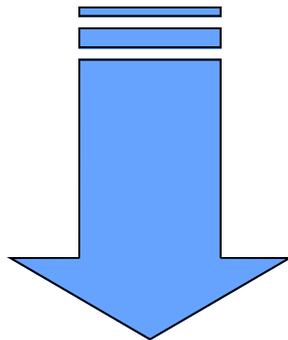


# LIVINGSTON COUNTY Road Commission



## **Contact Information:**

Livingston County Road Commission  
3535 Grand Oaks Drive  
Howell, Michigan 48843  
(517) 546-4250



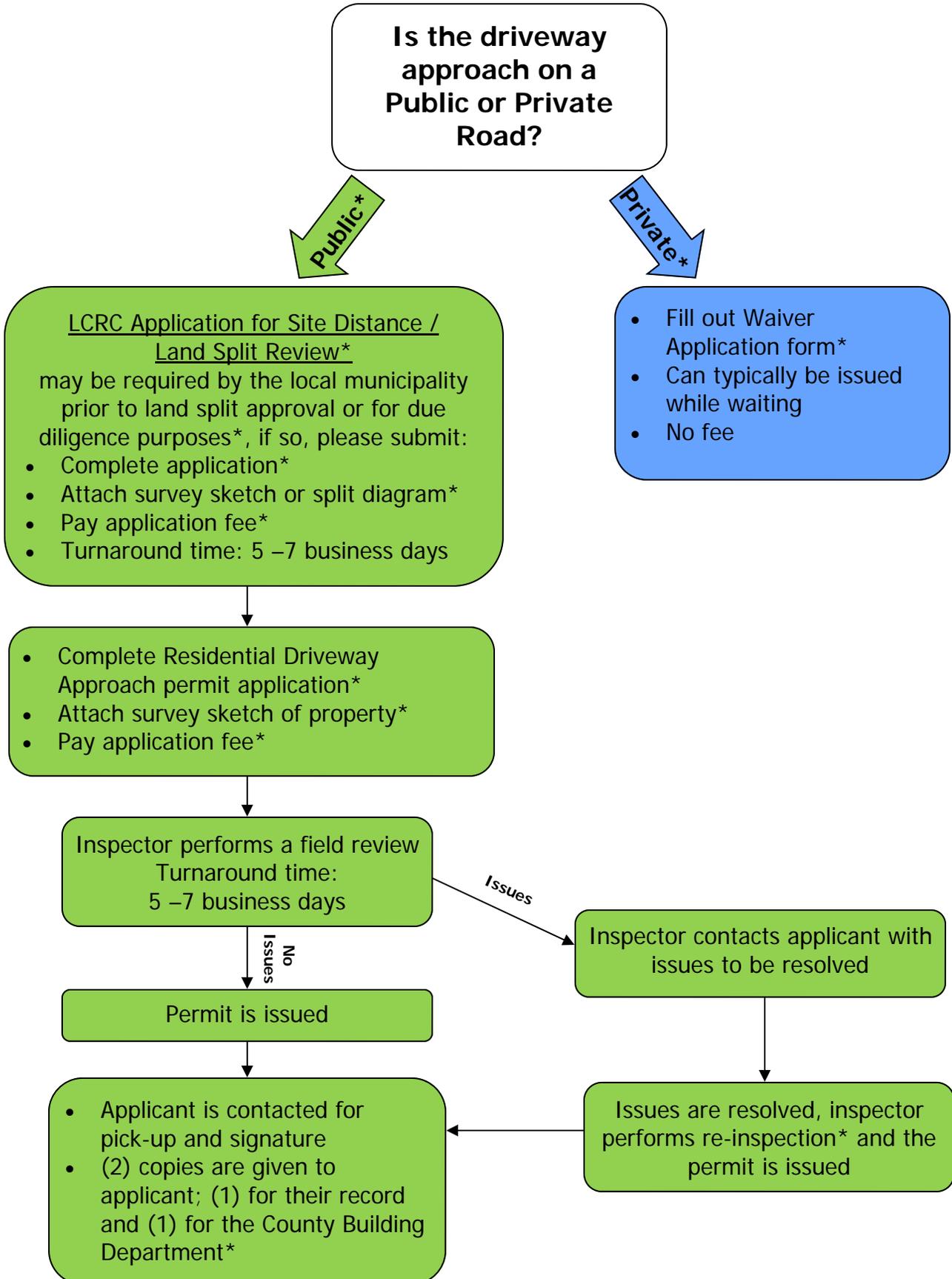
## **Website:**

<http://www.livingstonroads.org>

# LIVINGSTON COUNTY ROAD COMMISSION

## Residential Driveway Approach Permit

(labels with an asterisk \* are further defined on the [Frequently Asked Permit Question Page](#))



# LIVINGSTON COUNTY ROAD COMMISSION (LCRC)

## Residential Driveway Approach Permit

### Frequently Asked Permit Questions

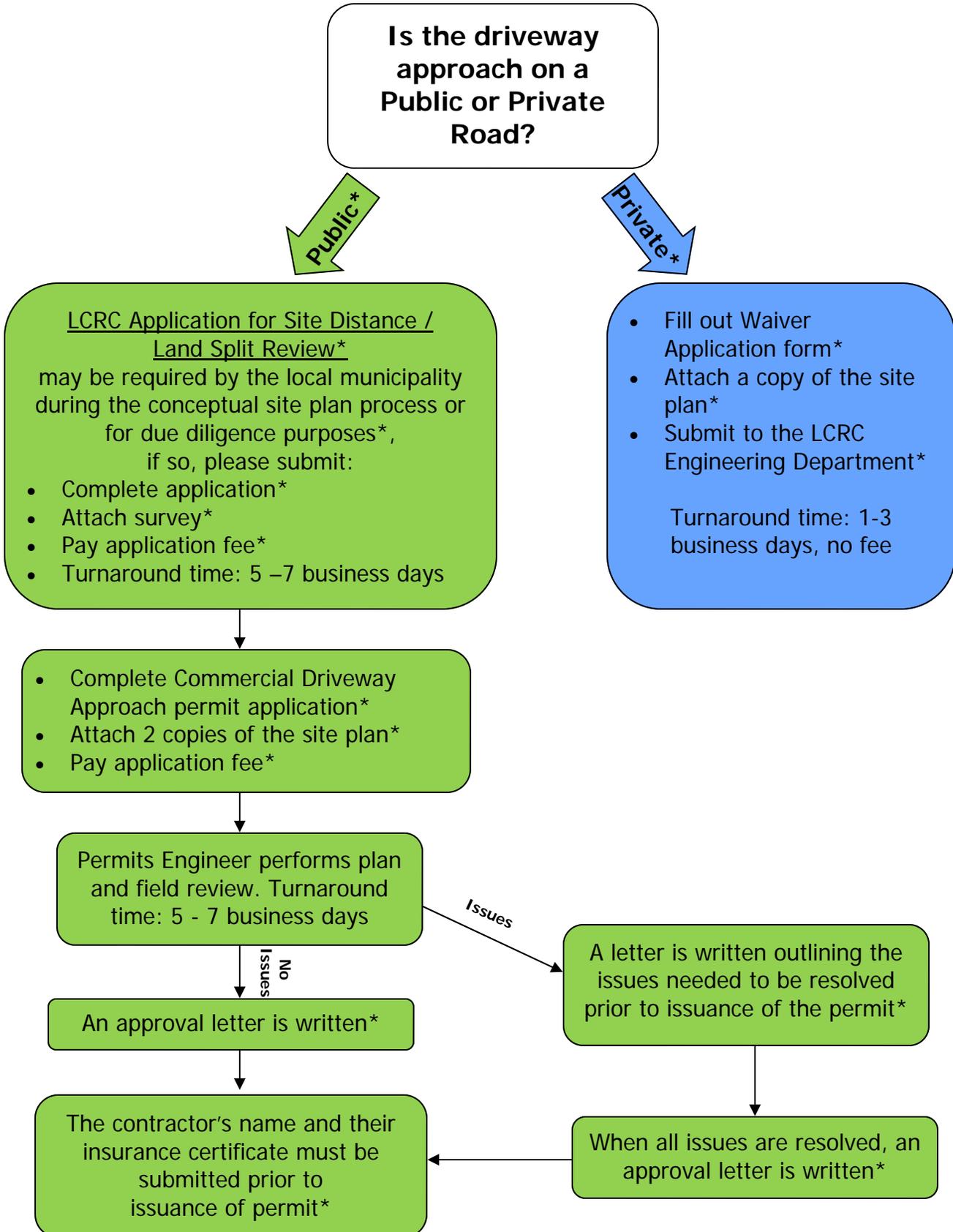
(questions are noted with an asterisk\* on permit flowchart)

- 1. What is the difference between a driveway on a public road versus a private road?**  
**A:** Public roads are under the jurisdiction of the LCRC, therefore a driveway approach that crosses the right-of-way of a public road is also under the jurisdiction of the LCRC. A private road has not been constructed with public funds nor is it maintained by the LCRC, therefore an existing driveway approach on a private road is not under the jurisdiction of the LCRC.
  
- 2. What community contact person will know if I am required to submit a Site Distance/Land Split Review Application?**  
**A:** Contact the Township, City or Village Zoning Administrator
  
- 3. Where do you get a Site Distance/Land Split Review Application and where do you submit this form?**  
**A:** Applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/SightDistRevAppl.pdf>  
Applications can be submitted in-person or through the mail attention: Livingston County Road Commission, Engineering-Residential Permits.
  
- 4. Where do you get a Permit Application and where do you submit this form?**  
**A:** Permit applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/ResDrivewayApproachApp.pdf>  
Applications can be submitted in-person or through the mail.
  
- 5. What must be included on a Survey Sketch of the property?**  
**A:** At a minimum, a survey sketch should include: existing and proposed property lines, structures, easements and existing driveways if applicable.
  
- 6. How much are the application and permit fees and where do you pay the fee?**  
**A:** The LCRC fee schedule will indicate the fee amount for all applications and permits, and it can be viewed on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/feeSchedule.pdf>  
You may mail or pay the application fee in-person at the LCRC.
  
- 7. What is a Waiver Application form, and where do you get and submit this form?**  
**A:** Existing residential driveway approaches on a private road do not require a permit, however a waiver application is required in which the applicant verifies the following: the existing driveway is not changing, no improvements are being made to the existing drive, the use of the driveway is not changing, and the historical drainage pattern is not being altered. Waiver Application forms can be obtained in-person at the LCRC, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/WavierApp.pdf>  
Waiver applications can be submitted in-person or through the mail.
  
- 8. Is there an additional cost for a re-inspection?**  
**A:** Yes there is an additional cost noted at the bottom of the permit application.
  
- 9. Do I take the completed Residential Driveway Approach Permit to the County Building Department?**  
**A:** Yes, the Livingston County Building Department requires either a residential driveway permit or waiver letter from the LCRC prior to issuance of a building permit.

# LIVINGSTON COUNTY ROAD COMMISSION

## Commercial Driveway Approach Permit

(labels with an asterisk \* are further defined on the [Frequently Asked Permit Question Page](#))



# LIVINGSTON COUNTY ROAD COMMISSION

## Commercial Driveway Approach Permit

### Frequently Asked Permit Questions

(questions are noted with an asterisk\* on permit flowchart)

**1. What is the difference between a driveway on a public road versus a private road?**

**A:** Public roads are under the jurisdiction of the LCRC, therefore a driveway approach that crosses the right-of-way of a public road is also under the jurisdiction of the LCRC. A private road has not been constructed with public funds nor is it maintained by the LCRC, therefore an existing driveway approach on a private road is not under the jurisdiction of the LCRC.

**2. What community contact person will know if I am required to submit a Site Distance/Land Split Review Application?**

**A:** Contact the Township, City or Village Zoning Administrator

**3. Where do you get a Site Distance/Land Split Review Application and where do you submit this form?**

**A:** Applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/SightDistRevAppl.pdf>  
Applications can be submitted in-person or through the mail attention: Livingston County Road Commission, Engineering-Commercial Permits.

**4. Where do you get a Permit Application and where do you submit this form?**

**A:** Permit applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/ComPermit.pdf>  
Applications can be submitted in-person or through the mail.

**5. What must be included on a Site Plan of the property?**

**A:** Refer to the LCRC's Specifications for Driveway Approaches. A copy can be obtained at the LCRC office or on-line at: <http://www.livingstonroads.org/Portals/5/docs/old/DrivewaySpecs2010.pdf>

**6. How much are the application and permit fees and where do you pay the fee?**

**A:** The LCRC fee schedule will indicate the fee amount for all applications and permits, and it can be viewed on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/feeSchedule.pdf>  
You may mail or pay the application fee in-person at the LCRC.

**7. What is a Waiver Application form, and where do you get and submit this form?**

**A:** Existing commercial driveway approaches on a private road do not require a permit, however a waiver application is required in which the applicant verifies the following: the existing driveway is not changing, the amount of vehicles using the driveway is not increasing, no improvements are being made to the existing drive, the use of the driveway is not changing, and the historical drainage pattern is not being altered. Waiver Application forms can be obtained in-person at the LCRC (see contact information below) or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/Waiver%20AppComm.pdf>  
Waiver applications can be submitted in-person or through the mail.

**8. How is correspondence such as an Approval Letter or a letter describing outstanding issues delivered to the applicant?**

**A:** Review letters and approval letters are typically mailed to the applicant and /or applicant's engineer.

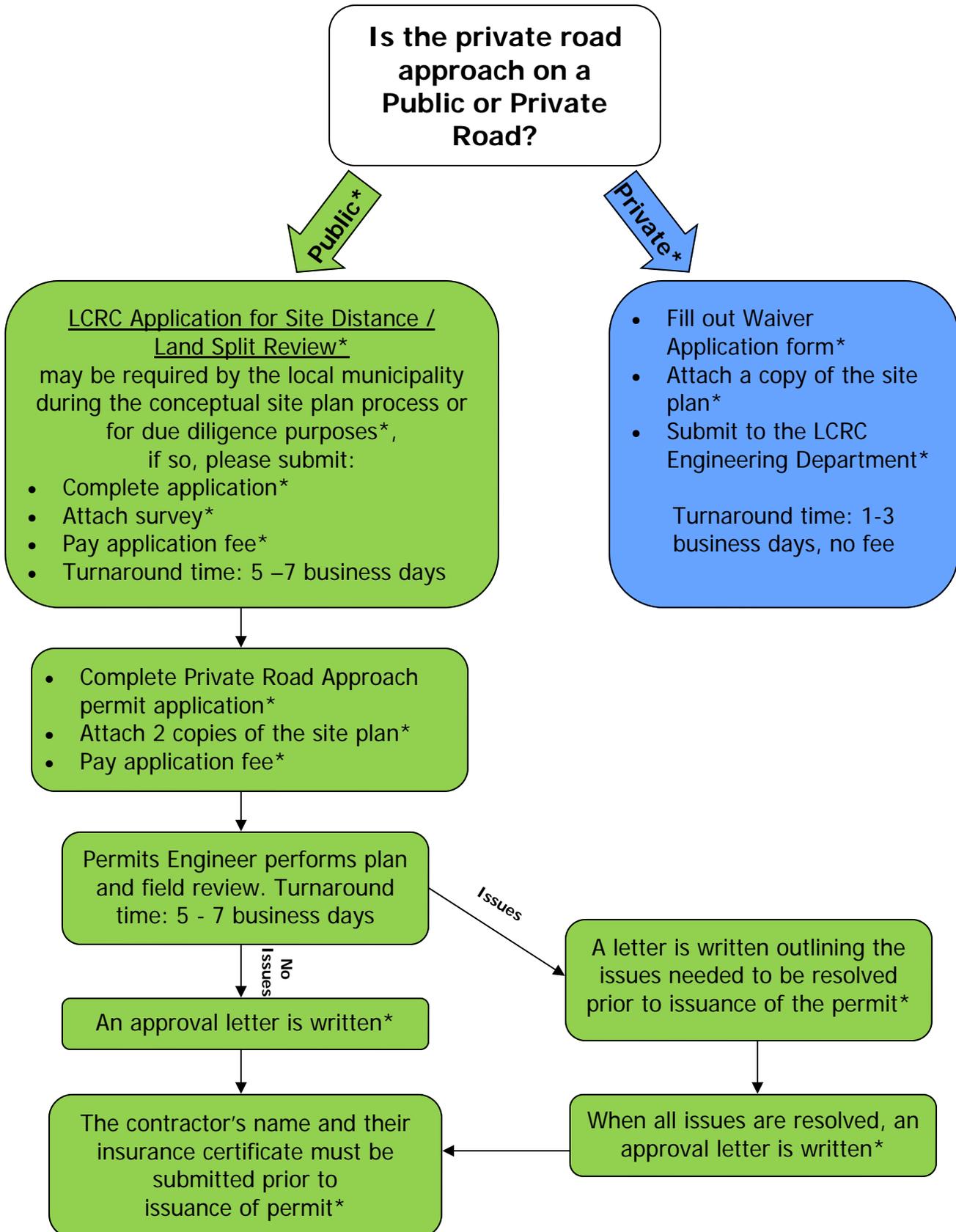
**9. Where do you submit the contractor's name and their insurance certificate?**

**A:** The applicant may provide the contractor's information and certificate of insurance on the application with the first submittal, or it can be provided at any time prior to the issuance of a permit.

# LIVINGSTON COUNTY ROAD COMMISSION

## Private Road Approach Permit

(labels with an asterisk \* are further defined on the [Frequently Asked Permit Question Page](#))



# LIVINGSTON COUNTY ROAD COMMISSION

## Private Road Approach Permit

### Frequently Asked Permit Questions

(questions are noted with an asterisk\* on permit flowchart)

**1. What is the difference between a driveway on a public road versus a private road?**

**A:** Public roads are under the jurisdiction of the LCRC, therefore a private road approach that crosses the right-of-way of a public road is also under the jurisdiction of the LCRC. A private road has not been constructed with public funds nor is it maintained by the LCRC, therefore an existing private road approach on a private road is not under the jurisdiction of the LCRC.

**2. What community contact person will know if I am required to submit a Site Distance/Land Split Review Application?**

**A:** Contact the Township, City or Village Zoning Administrator

**3. Where do you get a Site Distance/Land Split Review Application and where do you submit this form?**

**A:** Applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/SightDistRevAppl.pdf>  
Applications can be submitted in-person or through the mail attention: Livingston County Road Commission, Engineering-Private Road Permits.

**4. Where do you get a Permit Application and where do you submit this form?**

**A:** Permit applications can be obtained in-person at the LCRC, through the mail, or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/PrivateRoadApp.pdf>  
Applications can be submitted in-person or through the mail.

**5. What must be included on a Site Plan of the property?**

**A:** Refer to the LCRC's Specifications for Driveway and Road Approaches. A copy can be obtained at the LCRC office or on-line at: <http://www.livingstonroads.org/Portals/5/docs/old/DrivewaySpecs2010.pdf>

**6. How much are the application and permit fees and where do you pay the fee?**

**A:** The LCRC fee schedule will indicate the fee amount for all applications and permits, and it can be viewed on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/feeSchedule.pdf>  
You may mail or pay the application fee in-person at the LCRC.

**7. What is a Waiver Application form, and where do you get and submit this form?**

**A:** Existing private road approaches on a private road do not require a permit, however a waiver application is required. Waiver Application forms can be obtained in-person at the LCRC (see contact information below) or on-line at: <http://www.livingstonroads.org/Portals/5/permits/2013/Waiver%20AppComm.pdf>  
Waiver applications can be submitted in-person or through the mail.

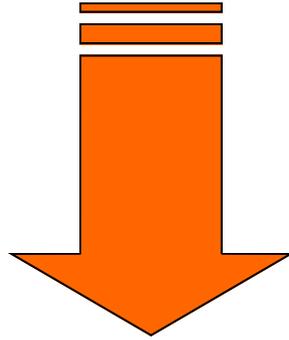
**8. How is correspondence such as an Approval Letter or a letter describing outstanding issues delivered to the applicant?**

**A:** Review letters and approval letters are typically mailed to the applicant and /or applicant's engineer.

**9. Where do you submit the contractor's name and their insurance certificate?**

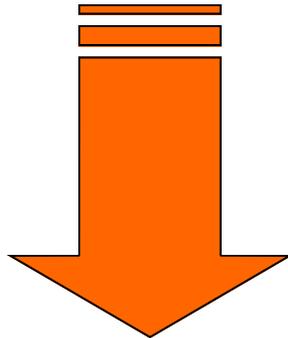
**A:** The applicant may provide the contractor's information and certificate of insurance on the application with the first submittal, or it can be provided at any time prior to the issuance of a

# LIVINGSTON COUNTY Information Technology/GIS



## **Contact Information:**

Livingston County  
Information Technology/GIS  
304 E. Grand River Avenue  
Howell, Michigan 48843  
(517) 548-3230



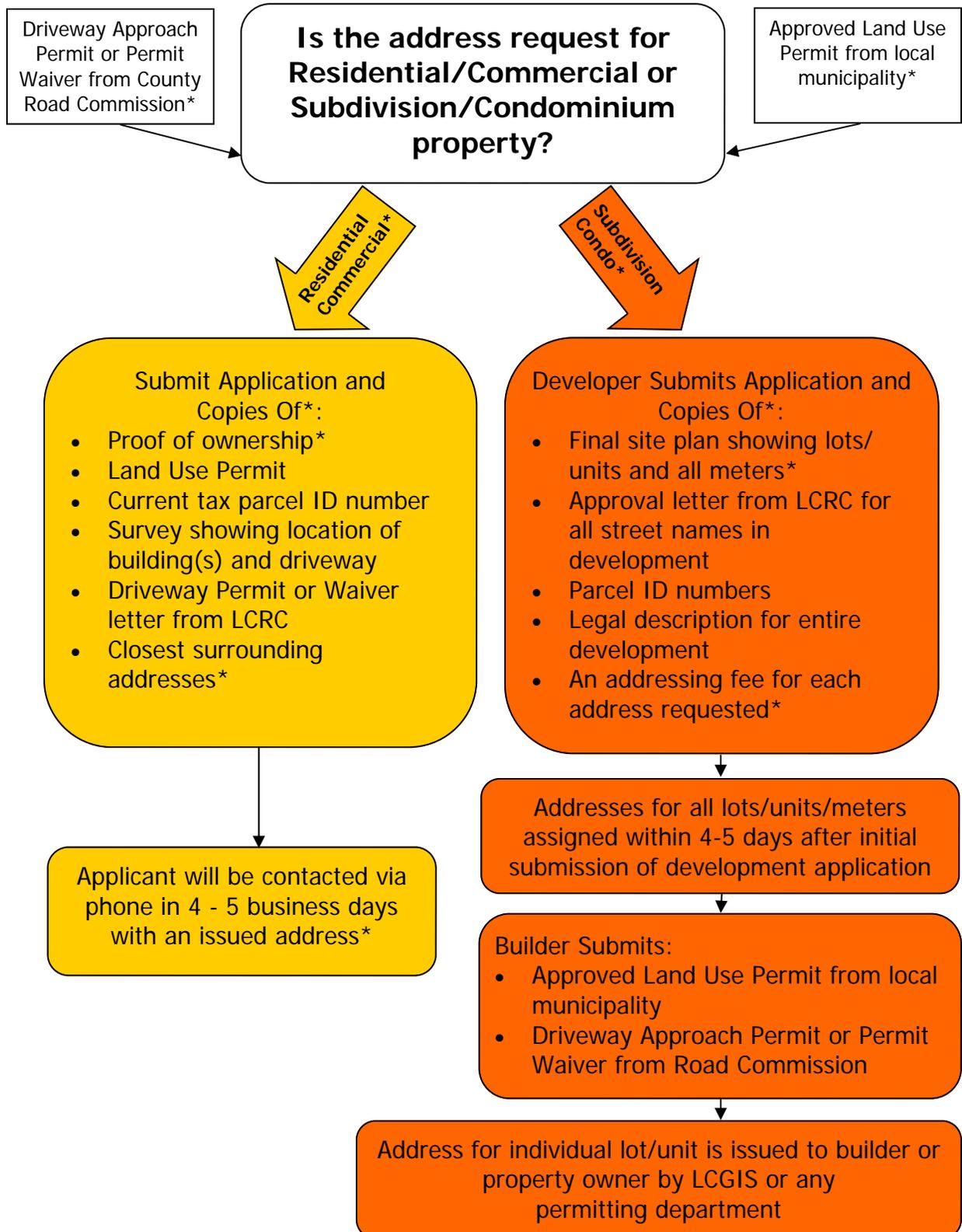
## **Website:**

<http://www.livgov.com/gis/Pages/default.aspx>

LIVINGSTON COUNTY INFORMATION TECHNOLOGY  
DEPARTMENT / GIS DIVISION

Address Application

(labels with an asterisk \* are further defined on the [Frequently Asked Permit Question Page](#))



LIVINGSTON COUNTY INFORMATION TECHNOLOGY  
DEPARTMENT / GIS DIVISION - Address Application  
Frequently Asked Permit Questions  
(questions are noted on permit flowchart)

**1. How do I obtain the Driveway Approach Permit required before applying for an address?**

**A:** Please refer to the Livingston County Road Commission section of this guide for information about the permit process and contact information.

**2. What is a Land Use Permit and who issues this permit?**

**A:** Any change in the land requires a Land Use Permit. The permit is written authority issued by the Zoning Administrator of a local municipality, permitting the construction, removal, moving, alteration or use of a building.

**3. How do I know if I need a Residential /Commercial Address Application or a Subdivisions / Condominiums Application?**

**A:** Residents who are building a single-family residence or one commercial building should use the Residential / Commercial Application and an applicant who is building a multi-unit development should use the Subdivisions / Condominiums application.

**4. Does Livingston County issue addresses for all properties in the County?**

**A:** No, there are six (6) local governments in Livingston County that handle addressing for their community.

**5. Which local communities do their own addressing and how do we contact them?**

**A:** Howell, Brighton, Hamburg and Unadilla Townships, and the cities of Howell and Brighton. Please reference the Addressing Coordination map for community contact information:  
<http://www.livgov.com/gis/Pages/Addressing.aspx>

**6. Where do you get an Address Application?**

**A:** The Residential and Commercial Address Application can be obtained on-line at:  
<http://www.livgov.com/gis/Documents/SingleAddressApplication.pdf>

The Subdivision and Condominiums Address Application can be obtained on-line at:  
<http://www.livgov.com/gis/Documents/DevelopmentAddressApplication.pdf>

**7. Where do you submit an Address Application?**

**A:** An Address Application can be submitted in-person at the GIS Division office, or through the mail.

**8. What qualifies as proof of ownership?**

**A:** A copy of the warranty, quit claim deed, executors deed, land contract, memorandum of land contract or a current tax bill with the complete legal description on it.

**9. What must be included on the final site plan of a development?**

**A:** The final site plan of a development must include: 1.) Lot, unit or site numbers; 2.) Meters that require addresses clearly marked; 3.) Approved street names and suffixes; 4.) For multiple unit condominiums and strip malls, the location of each entry and door with reference to which unit it services.

**10. How do I document the closest surrounding addresses?**

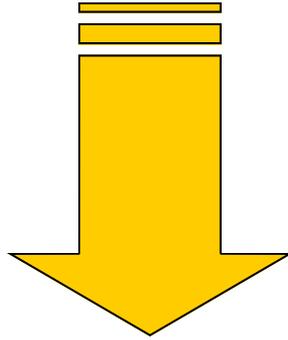
**A:** The closest existing addresses can be listed on the site plan with the approximate distance from your driveway to the properties on both sides of your property and across the street.

**11. What is the fee for an address?**

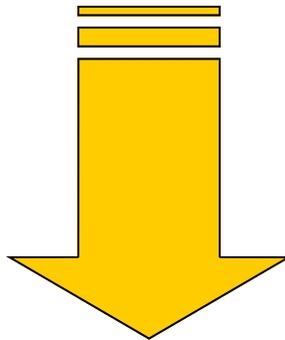
**A:** The fee for each County issued address is \$20; payment is accepted in cash or check.

NOTE: For further Frequently Asked Questions regarding addressing see:  
<http://www.livgov.com/gis/Pages/addressingFAQ.aspx>

# LIVINGSTON COUNTY Planning Department



**Contact Information:**  
Livingston County  
Planning Department/ Livingston  
County Planning Commission  
304 E. Grand River Avenue,  
Suite 206  
Howell, Michigan 48843  
(517) 546-0040



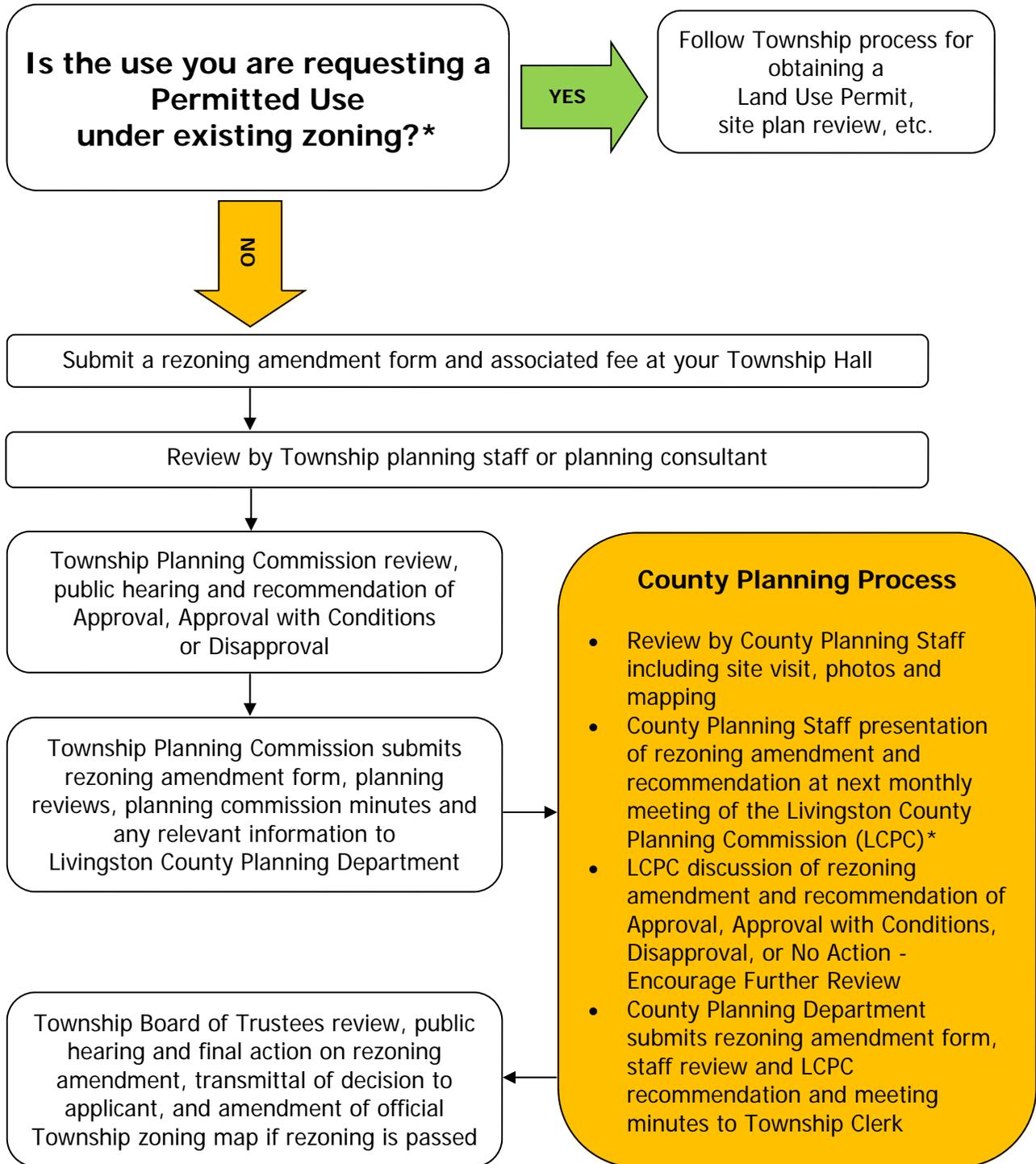
## Website:

<http://www.livgov.com/plan/pages/default.aspx>

LIVINGSTON COUNTY PLANNING DEPARTMENT/  
LIVINGSTON COUNTY PLANNING COMMISSION (LCPC)

Rezoning Amendment

(labels with an asterisk \* are further defined on the [Frequently Asked Permit Question Page](#))



LIVINGSTON COUNTY PLANNING DEPARTMENT/  
LIVINGSTON COUNTY PLANNING COMMISSION (LCPC)

Rezoning Application

Frequently Asked Permit Questions

(questions are noted with an asterisk\* on permit flowchart)

**1. What is a Permitted Use?**

**A:** Each zoning district has its own unique list of permitted uses. Permitted Uses are land uses that are permitted by right if they are specifically listed as principal permitted uses in the zoning district. Information about the uses allowed in each zoning district can be found in the township zoning ordinance. For direct access to Livingston County city, village and township zoning ordinances, see the County Planning Department website reference page at:

<http://www.livgov.com/plan/econdev/Pages/zoning.aspx>

**2. How do I determine the existing zoning of my property?**

**A:** Each Township is the official keeper of their township zoning map. For the most accurate, up to date information on the zoning of your property, please contact your local Zoning Administrator or Planner at the Township Hall.

**3. Who is on the Livingston County Planning Commission?**

**A:** In accordance with the provisions of Michigan Planning Enabling Act, Public Act 33 of 2008 as amended, the Livingston County Planning Commission consists of 7 Planning Commissioners that are appointed by the Livingston County Board of Commissioners. Each of the 7 County Planning Commissioners represent important segments of the economic, governmental, social life and development of Livingston County including: agriculture, recreation, industry, residential, transportation, commerce and education. Each of the 7 County Planning Commissioners also represent a different geographic area of Livingston County. The term of office of each member of the Livingston County Planning Commission is 3 years.

**4. When and where does the Livingston County Planning Commission meet?**

**A:** Livingston County Planning Commission meetings are held on the third Wednesday of every month, 7:30 p.m. at 304 East Grand River Avenue, Howell, Michigan in the Board of Commissioner's Chambers located on the second floor of the County Administration Building. Anyone from the public may attend. Livingston County will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the meeting, to individuals with disabilities at the meeting/hearing upon ten days notice to County Planning.

**5. How many days does the Livingston County Planning Commission process take?**

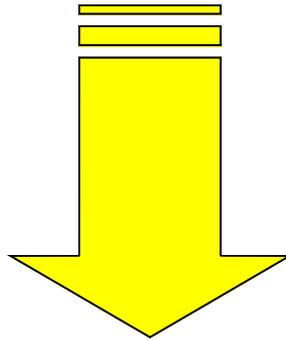
**A:** In accordance with the provisions of the Michigan Planning Enabling Act, the requirement for Livingston County Planning Commission review shall be waived if within thirty (30) days after the proposal has been filed with the Commission, the County Planning Commission fails to furnish in writing, its report and advice on the proposal to the Township.

**6. Is there a review fee for the Livingston County Planning Commission?**

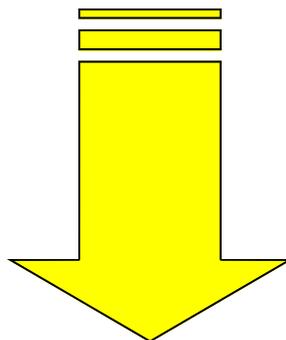
**A:** There is no fee for County Planning Department and County Planning Commission review of rezoning amendments.

NOTE: The County Planning Department/ Livingston County Planning Commission only reviews Township rezoning applications due to the home rule status of cities and villages.

**LIVINGSTON COUNTY**  
**Drain Commissioner's Office**



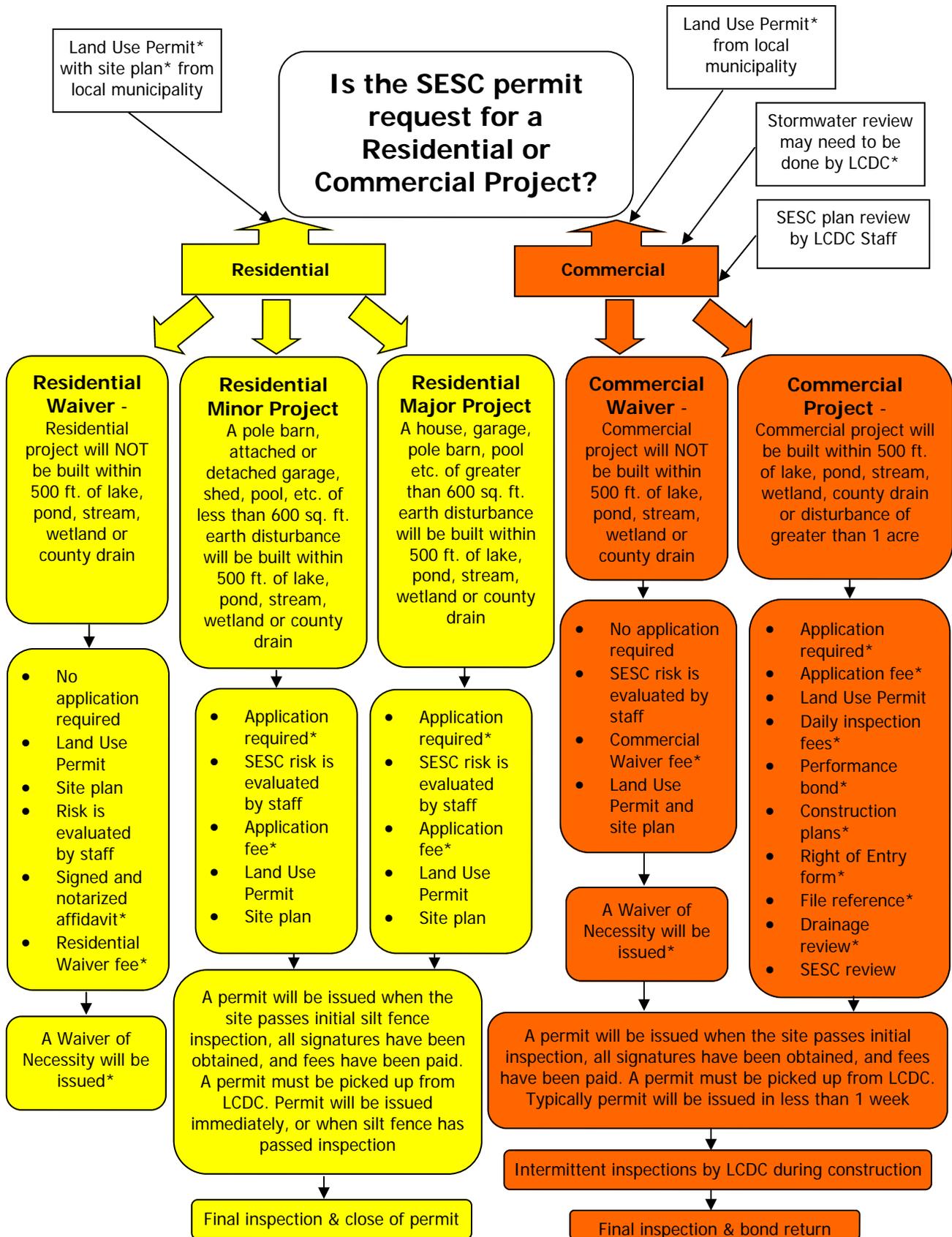
**Contact Information:**  
Livingston County Drain Commissioner  
2300 E. Grand River Avenue,  
Suite 105  
Howell, Michigan 48843  
(517) 546-0040



**Website:**

<http://www.livgov.com/drain/pages/default.aspx>

LIVINGSTON COUNTY DRAIN COMMISSIONER'S OFFICE (LCDC)  
 Soil Erosion and Sedimentation Control (SESC) Permit  
 (labels with an asterisk \* are further defined on the [Frequently Asked Permit Question Page](#))



LIVINGSTON COUNTY DRAIN COMMISSIONER'S OFFICE (LCDC)  
Soil Erosion and Sedimentation Control (SESC) Permit  
Frequently Asked Permit Questions  
(questions are noted with an asterisk\* on permit flowchart)

**1. Who is the local municipality contact person for obtaining a Land Use Permit?**

**A:** Contact the Township, City or Village Zoning Administrator. Exceptions: At this time, the City of Brighton, City of Howell and Green Oak Township do not issue Land Use Permits.

**2. What should be shown on a residential site plan?**

**A:** The following features should be labeled: 1.) Location of surface water 2.) Proposed drainage patterns 3.) Limits of grading (excavated or disturbed area) 4.) Distance from disturbed area to surface water 5.) Three (3) relative elevations (noted not drawn) 6.) Silt fence, tracking mat, etc. 7.) Excavated soil stockpile. NOTE: a Sample site plan is on the permit application form (page 3.) and can also be viewed at:

<http://www.livgov.com/drain/Documents/SFpermitpage4.pdf>

**3. In what instances does stormwater drainage review need to be done by LCDC?**

**A:** Most local units of government have a Civil Engineering consulting firm on retainer that reviews plans for compliance with local unit ordinances, and may address impact concerns such as traffic, sanitary disposal, water system, Americans with Disabilities Act (ADA) compliance, etc.

However, in the following cases the Drain Commissioner's review of the proposed improvements will be required, whether or not the Civil Engineer of the local municipality reviews the plans:

1.) Any portion of the drainage system for the development is proposed to be dedicated to the Drain Commissioner under the applicable provisions of the Drain Code 2.) The drainage system for the development outlets directly to a County Drain 3.) The proposed project is located within a county drainage district, and although not outletting directly to a county drain, is of sufficient size and scope that stormwater management would have a substantial impact on the County Drain Outlet. 4.) The road system in the development is intended to be public 5.) the local unit does not have a stormwater management ordinance, or the local unit ordinance does not reference the Drain Commissioner's standards as a minimum level of stormwater conveyance and treatment required.

**4. What does stormwater drainage review involve, and who performs this review?**

**A:** In most cases a commercial permit application for SESC must first be reviewed for stormwater management. The review must be done by either the Livingston County Drain Commissioner's Office or by a State of Michigan licensed engineer. If the municipality chooses to do the drainage review with their engineer, a letter from the engineer must be included in the commercial SESC Permit application. The stormwater drainage letter from the engineer must state that it meets the requirements of the Livingston County Drain Commissioner's Design Criteria for Stormwater Management Systems (found on the LCDC website).

**5. What does SESC plan review involve?**

**A:** SESC plan review is a review of the construction plans for your proposed development. The review is performed by Drain Commission's SESC staff. For a list of the construction plan items that are reviewed, please see the Example SESC Plan Review form at:

[http://www.livgov.com/drain/Documents/SESC\\_Criteria\\_EXAMPLE\\_Comm\\_2013.pdf](http://www.livgov.com/drain/Documents/SESC_Criteria_EXAMPLE_Comm_2013.pdf)

**6. Where do I get a Soil Erosion and Sediment Control (SESC) Permit Application and where do I submit this form, the required documents and fees?**

**A:** All SESC permit applications for residential projects and commercial projects can be found on the LCDC website <http://www.livgov.com/drain/Pages/erosionpermits.aspx> or picked up in person at the Drain Commissioner's office (LCDC). All forms and required criteria must be submitted to the Drain Commissioner's office either in person, fax, e-mail or by mail with required fees. Please note all original signatures and fees must be submitted to the LCDC office before permits are issued.

# LIVINGSTON COUNTY DRAIN COMMISSIONER'S OFFICE (LCDC)

## Soil Erosion and Sedimentation Control (SESC) Permit

### Frequently Asked Permit Questions

(questions are noted with an asterisk\* on permit flowchart)

**7. How much are the waiver, inspection and permit fees and where do you pay the fee?**

**A:** The LCDC fee schedule will indicate the fee amount for all waivers, inspections and permits, and it can be viewed on-line at: <http://www.livgov.com/drain/Pages/erosionpermits.aspx>  
You may mail or pay the application fee in-person at the LCDC, but all fees and original signatures must be received in the LCDC before a permit is issued (Inspection may still need to be scheduled).

**8. What is a Waiver of Necessity? Who signs it? What is the purpose of a signed and notarized affidavit?**

**A:** A Waiver of Necessity is for a residential or commercial project that is greater than 200 square feet of earth disruption and usually not within 500 feet of a lake, pond, stream, wetland or county drain. The affidavit is swearing that the site is not within 500 feet of surface water. The Waiver of Necessity must be notarized by staff and signed by the applicant, who has seen the site.

**9. What are daily inspection fees?**

**A:** Daily inspection fees are required for commercial projects only. A daily inspection fee for the first 90 days is required when a commercial application is being submitted to LCDC. These fees are charged Monday through Friday, and not from November 1st through April 1st, typically when earthwork is not conducted. The daily fee period ends when it is determined that the site has met all requirements of Part 91 of Act 451, as amended, the local ordinance, and passed the final inspection by SESC staff. Any and all days will be calculated and invoiced by LCDC staff. The bond will be returned when all fees are paid and the site is brought to compliance and finally inspected by staff. Contact with SESC staff can initiate this process.

**10. What is a performance bond? How much is charged for the bond?**

**A:** A performance bond is a financial guarantee that the applicant shall carry out the terms and conditions of said commercial (or sometimes residential) project. The bond is calculated at \$.05 per square foot of all disturbed soil. The bond forms that are required, such as a surety bond can be found at:  
[http://www.livgov.com/drain/Documents/soil\\_Erosion\\_and\\_Sedimentation\\_Control\\_Bond\\_2013.pdf](http://www.livgov.com/drain/Documents/soil_Erosion_and_Sedimentation_Control_Bond_2013.pdf)  
The Drain Commissioner reserves the right to refuse surety bonds which are not acceptable to the County. Cash bonds must be certified bank checks. The bonds must be submitted by the landowner or easement holder. They will not be accepted from contractors.

**11. What qualifies as construction plans?**

**A:** To apply for a commercial SESC permit, it is required that two (2) complete sets of plans be submitted at the time of application that include a depiction of all SESC control measures.

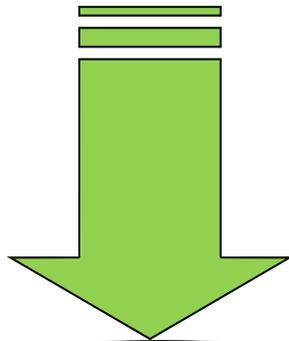
**12. What is a Right of Entry form, and why is it required?**

**A:** The Right of Entry form must be submitted at the time of application for the SESC permit. It must be on the form found in the commercial SESC application packet or on the LCDC website at: [http://www.livgov.com/drain/Documents/Right\\_of\\_Entry\\_2013.pdf](http://www.livgov.com/drain/Documents/Right_of_Entry_2013.pdf)  
It must be notarized and original signatures submitted to LCDC. This form allows entry onto the site by LCDC staff and allows access to the bond, if that is needed.

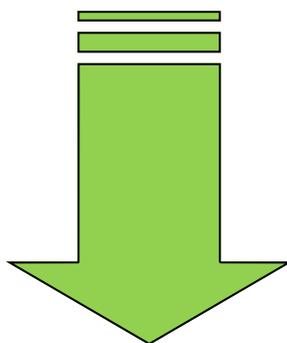
**13. What is a file reference? Do I need one?**

**A:** The file reference is an 8.5" x 11" reference sheet submitted in a commercial SESC permit application for construction activities for future home sites (e.g. subdivisions or residential developments). This reference sheet depicts the location of all property within 500 feet of regulated areas. An example is included in the commercial SESC permit packet or on the website.

**LIVINGSTON COUNTY**  
Department of Public Health/  
Environmental Health Division



**Contact Information:**  
Livingston County  
Environmental Health Division  
2300 E. Grand River Avenue,  
Suite 102  
Howell, Michigan 48843  
(517) 546-9858



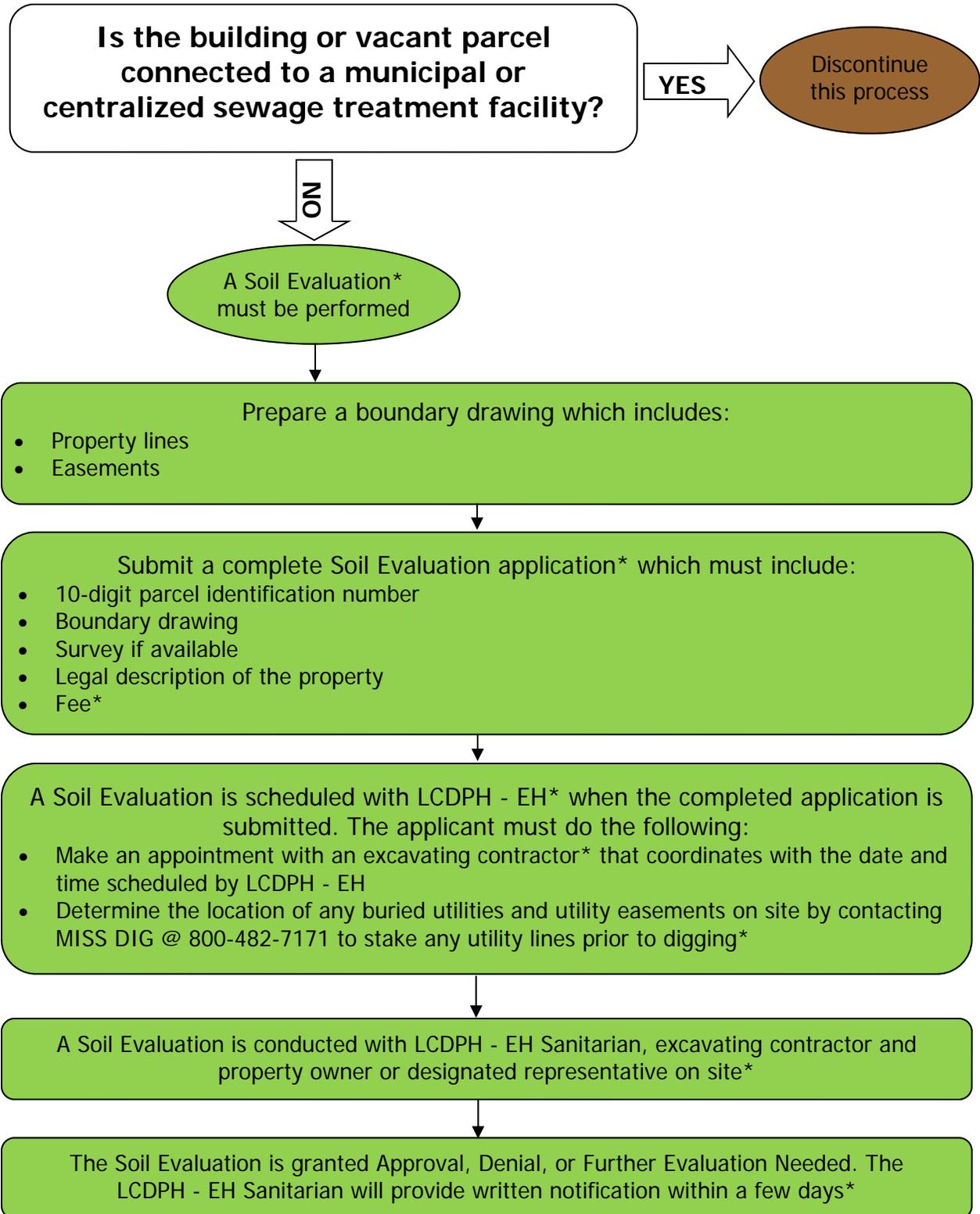
**Website:**

<http://www.livgov.com/health/eh/Pages/default.aspx>

LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/  
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)

Soil Evaluation

(labels with an asterisk \* are further defined on the [Frequently Asked Permit Question Page](#))



LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/  
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)

Soil Evaluation

Frequently Asked Permit Questions

(questions are noted with an asterisk\* on permit flowchart)

**1. What is a soil evaluation?**

**A:** A soil evaluation (sometimes referred to as a “perk test”) is an assessment that determines a site’s suitability for installing a new or replacement onsite sewage system. This evaluation is a more extensive measure of soil than a perk test because it involves the identification of varying soil horizon depths, soil texture and seasonal water tables. An evaluation must be completed and approved before you can apply for a sewage permit and begin constructing your system.

**2. Who performs a soil evaluation?**

**A:** The evaluation is performed by a Sanitarian from Livingston County Environmental Health.

**3. Where do you get a Soil Evaluation Application?**

**A:** Applications can be obtained in-person at LCDPH-EH, or on-line at:  
[http://www.livgov.com/health/eh/Documents/Permits/Soil\\_Evaluation\\_Application\\_Rev\\_09-06\\_2-22-2013.pdf](http://www.livgov.com/health/eh/Documents/Permits/Soil_Evaluation_Application_Rev_09-06_2-22-2013.pdf)

**4. Who do I submit my completed Soil Evaluation Application to?**

**A:** Completed Soil Evaluation Applications must be submitted to Livingston County Environmental Health (LCDPH - EH) in-person, or through the mail.

**5. What is the fee for a soil evaluation and where do you pay the fee?**

**A:** The fee for a residential soil evaluation differs from a commercial soil evaluation. The LCDPH - EH fee schedule is updated annually and it can be viewed on-line at:  
<http://www.livgov.com/health/eh/Pages/fees.aspx>  
You may mail or pay the soil evaluation fee in-person or on-line.

**6. How long does it take to get a soil evaluation scheduled?**

**A:** Appointments can usually be scheduled within 5 to 7 business days of receiving a complete application. During certain seasonal peak construction times, it may take up to 10 business days to schedule the soil evaluation.

**7. How do I find an excavating contractor and what do they do during the soil evaluation?**

**A:** Excavating contractors can be found in the yellow pages under “Excavating Contractors”, or “Septic Tanks & Systems - Contractors & Dealers.” The excavating contractor will dig test holes for the soil evaluation.

**8. What is the best way to determine if there are buried utilities and utility easements on my property?**

**A:** Either the property owner or the hired excavating contractor should call MISS DIG at 811 or 1-800-482-7171 for this information. It usually takes a few days for MISS DIG to mark utility lines, therefore this should be done several days prior to the scheduled soil evaluation.

**9. How is a soil evaluation performed?**

**A:** A soil evaluation is performed by digging test holes, each generally a minimum of eight feet deep, in the area of the proposed sewage system. In some instances the holes may be dug deeper if suitable soils are not encountered at shallower depths. The Sanitarian will determine how many holes must be dug in order to be assured that the area is acceptable. Typically, this is a minimum 4,000 square foot area.

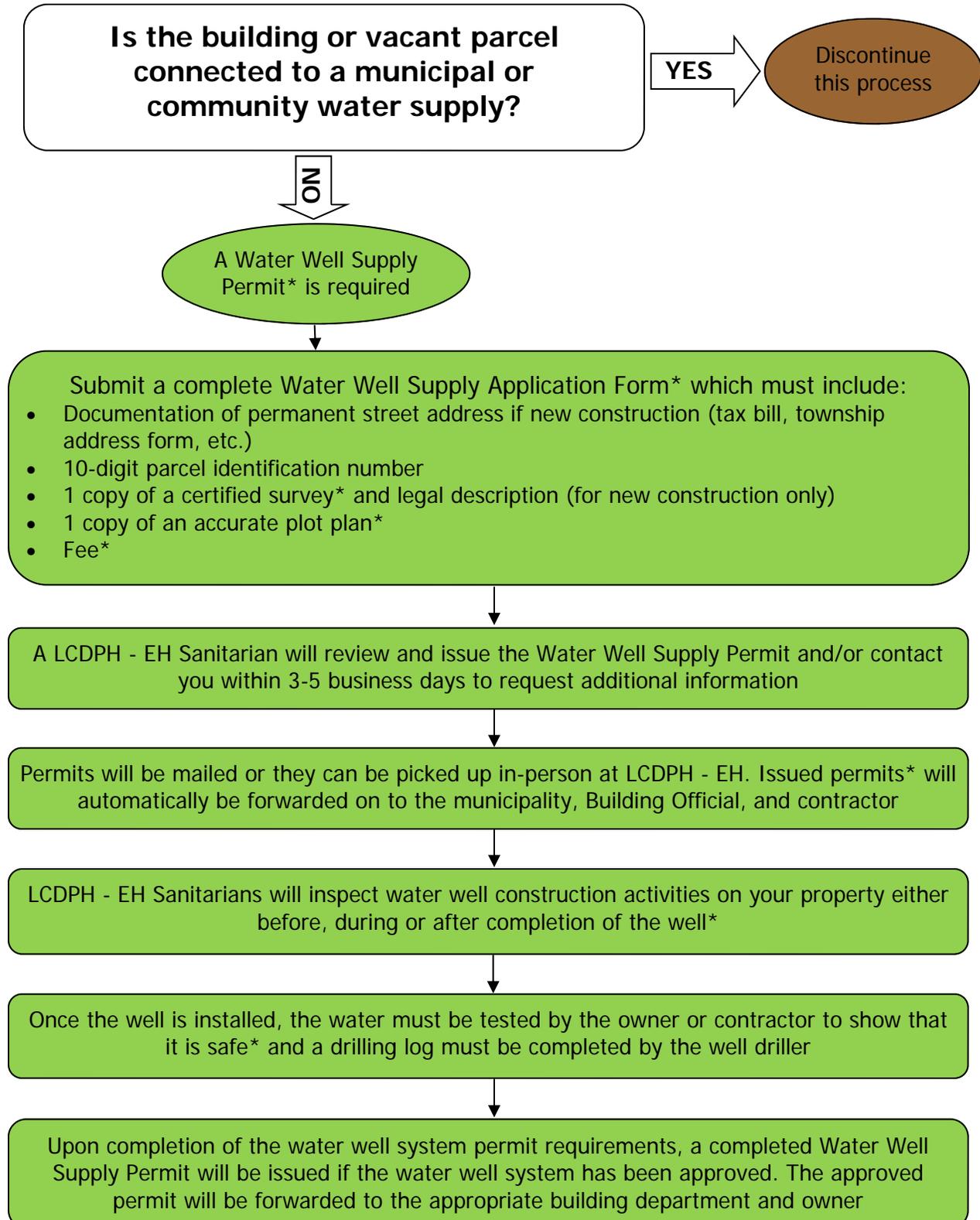
**10. What is an “approved” soil evaluation and how long is the soil evaluation valid?**

**A:** An approved soil evaluation is one that notes an approval area for the location of an onsite sewage system. The approval area includes room for the current drainfield and future expansion or replacement. Once, your site is approved, you may apply for your permits. Typically, the evaluation is good indefinitely as long as no major changes are made to the property.

LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/  
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)

Water Well Supply Permit

(labels with an asterisk \* are further defined on the [Frequently Asked Permit Question Page](#))



LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/  
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)

Water Well Supply Permit

Frequently Asked Permit Questions

(questions are noted with an asterisk\* on permit flowchart)

**1. What is a Water Well Supply Permit?**

**A:** Water Well Supply Permits authorize the construction of an onsite water well.

**2. Where do you get a Water Well Supply Permit Application?**

**A:** Permit applications can be obtained in-person at Livingston County Environmental Health, through the mail, or on-line at:

[http://www.livgov.com/health/eh/Documents/Permits/Well\\_and\\_Septic\\_Application.pdf](http://www.livgov.com/health/eh/Documents/Permits/Well_and_Septic_Application.pdf)

**3. Who do I submit my completed Water Well Supply Permit Application to?**

**A:** Completed Water Well Supply Permit Applications must be submitted to Livingston County Environmental Health Division in-person, or through the mail.

**4. When do I need a survey?**

**A:** You must have your property surveyed if: 1.) your property is less than 10 acres OR 2.) the test holes are near an existing or proposed property line OR 3.) the Sanitarian determines it is necessary to ensure the entire water supply or sewage system is located on the property.

**5. What is a plot plan?**

**A:** A plot plan is a diagram that illustrates the following: 1.) location and dimensions of the property boundary 2.) house and accessory structures (if applicable) 3.) location and distance of neighboring wells and septic systems and surface water within 100 ft. of subject property, and 4.) location of proposed wells and septic systems.

**6. What is the fee for a Water Supply Permit and where do you pay the fee?**

**A:** The fee for a Water Supply Permit can be found on the LCDPH - EH fee schedule which is updated annually and can be viewed on-line at:

<http://www.livgov.com/health/eh/Pages/fees.aspx>

You may mail or pay the Water Supply Permit fee in-person.

**7. How long are issued permits valid?**

**A:** You have one year from the time your well permit is issued to complete construction. After that, the permit must be rewritten and a fee assessed. If changes are made which require a site visit, an additional fee may be required.

**8. What inspections are made by Livingston County Environmental Health during the construction of my well?**

**A:** The water well contractor will contact LCDPH - EH for the required inspections. All inspections will be made promptly (usually within 24 hours, excluding weekends and holidays).

**9. What tests are required to make sure that my water well is safe?**

**A:** It is the property owner's responsibility to collect the appropriate samples, as specified on your permit. At a minimum, new wells must be tested for bacteria, arsenic and nitrates. As an alternative, you may contract with the water well drilling contractor or home builder to collect the samples on your behalf. Sample bottles are available from a Certified Drinking Water Laboratory. Certified Drinking Water Laboratories in the area are:

Brighton Analytical  
2105 Pless Drive  
Brighton, MI 48116  
(810) 229-7575

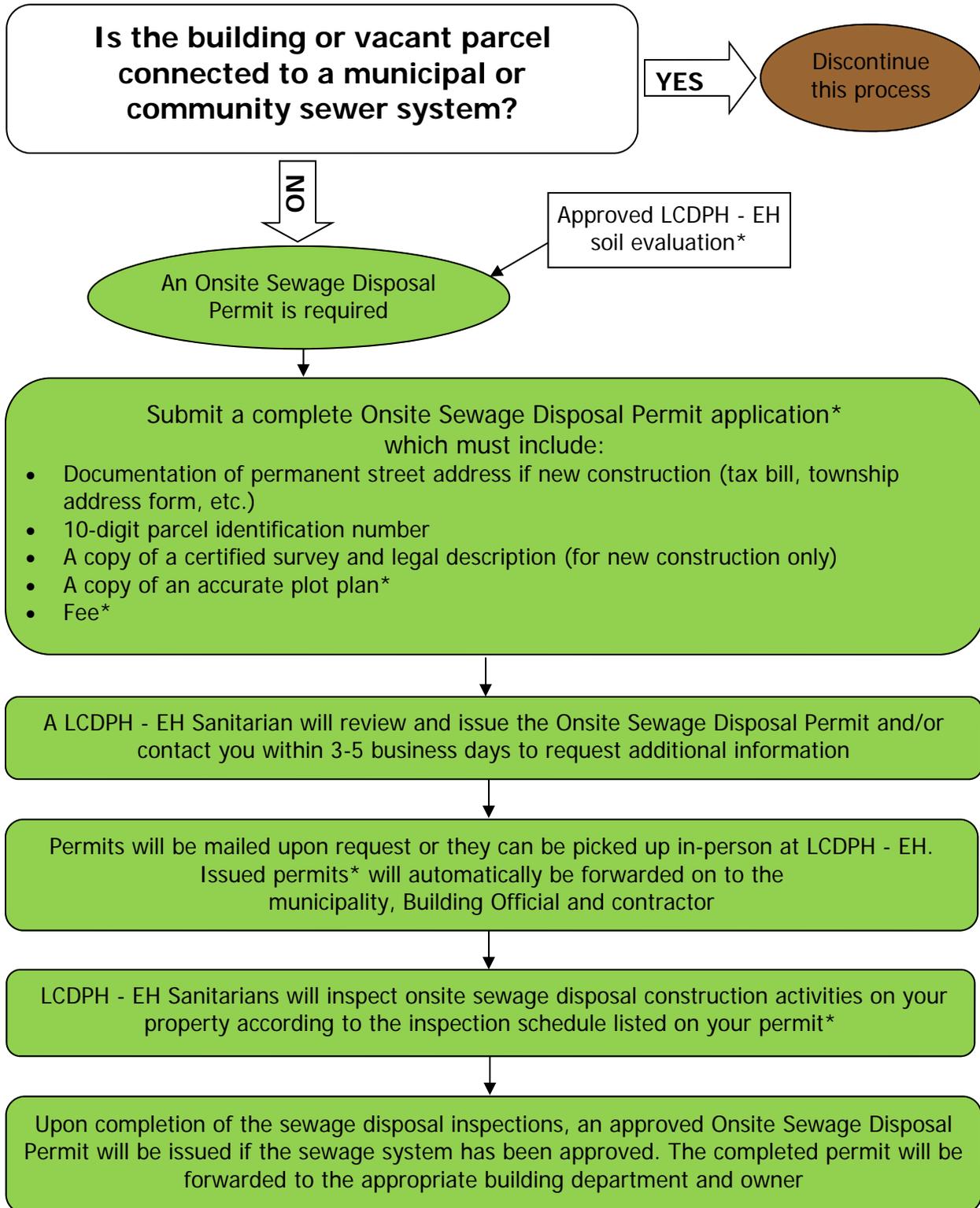
Water Tech  
718 S. Michigan Ave.  
Howell, MI 48843  
(517) 548-2505

Aqua Test  
9165 Highland Rd.  
White Lake, MI 48386  
(248) 698-9500

LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/  
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)

Onsite Sewage Disposal (Septic) Permit

(labels with an asterisk \* are further defined on the [Frequently Asked Permit Question Page](#))



LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH/  
ENVIRONMENTAL HEALTH DIVISION (LCDPH - EH)

Onsite Sewage Disposal (Septic) Permit

Frequently Asked Permit Questions

(questions are noted with an asterisk\* on permit flowchart)

**1. What is an approved soil evaluation?**

**A:** The process for obtaining an approved LCDPH - EH soil evaluation can be found on the preceding pages of this permit guidebook. An approved soil evaluation lists sewage disposal requirements that are site specific to your property.

**2. Where do you get an Onsite Sewage Disposal Permit Application?**

**A:** Permit applications can be obtained in-person at Livingston County Environmental Health, through the mail, or on-line at:

[http://www.livgov.com/health/eh/Documents/Permits/Well\\_and\\_Septic\\_Application.pdf](http://www.livgov.com/health/eh/Documents/Permits/Well_and_Septic_Application.pdf)

**3. Who do I submit my completed Onsite Sewage Disposal Permit Application to?**

**A:** Completed Onsite Sewage Disposal Permit Applications must be submitted to Livingston County Environmental Health in-person, or through the mail.

**4. What is a plot plan?**

**A:** A plot plan is a diagram that illustrates the following: 1.) location and dimensions of the property boundary 2.) house and accessory structures (if applicable) 3.) location and distance of neighboring wells, septic systems and surface waters within 100 ft. of subject property, and 4.) location of proposed wells and septic systems.

**6. What is the fee for an Onsite Sewage Disposal Permit and where do you pay the fee?**

**A:** The fee for a Water Supply Permit can be found on the LCDPH - EH fee schedule which is updated annually and can be viewed on-line at:

<http://www.livgov.com/health/eh/Pages/fees.aspx>

You may mail or pay the Water Supply Permit fee in-person.

**7. How long are issued permits valid?**

**A:** You have one year from the time your sewage permit is issued to complete construction. After that, the permit must be rewritten and a fee assessed. If changes are made which require a site visit, an additional fee may be required.

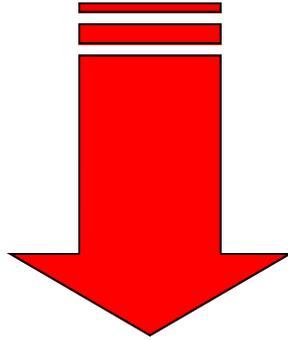
**8. What inspections are made by Livingston County Environmental Health during the construction of my sewage disposal system?**

**A:** Your inspection schedule will be listed on your permit. The sewage contractor will contact LCDPH - EH for the required inspections. All inspections will be made promptly (usually within 24 hours, excluding weekends and holidays). Typical inspections include: Excavation Inspection, Final Inspection, and Final Grading Inspection.

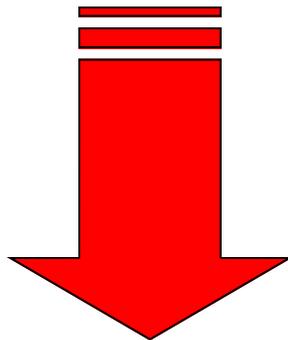
**9. How do I find a sewage contractor and how do I know if they are qualified?**

**A:** All sewage contractors must be licensed and bonded to install septic systems in Livingston County. Request proof of current licensing or contact the Environmental Health Division at (517) 546-9858.

# LIVINGSTON COUNTY Building Department



**Contact Information:**  
Livingston County  
Building Department  
2300 E. Grand River Avenue  
Howell, Michigan 48843  
(517) 546-3240



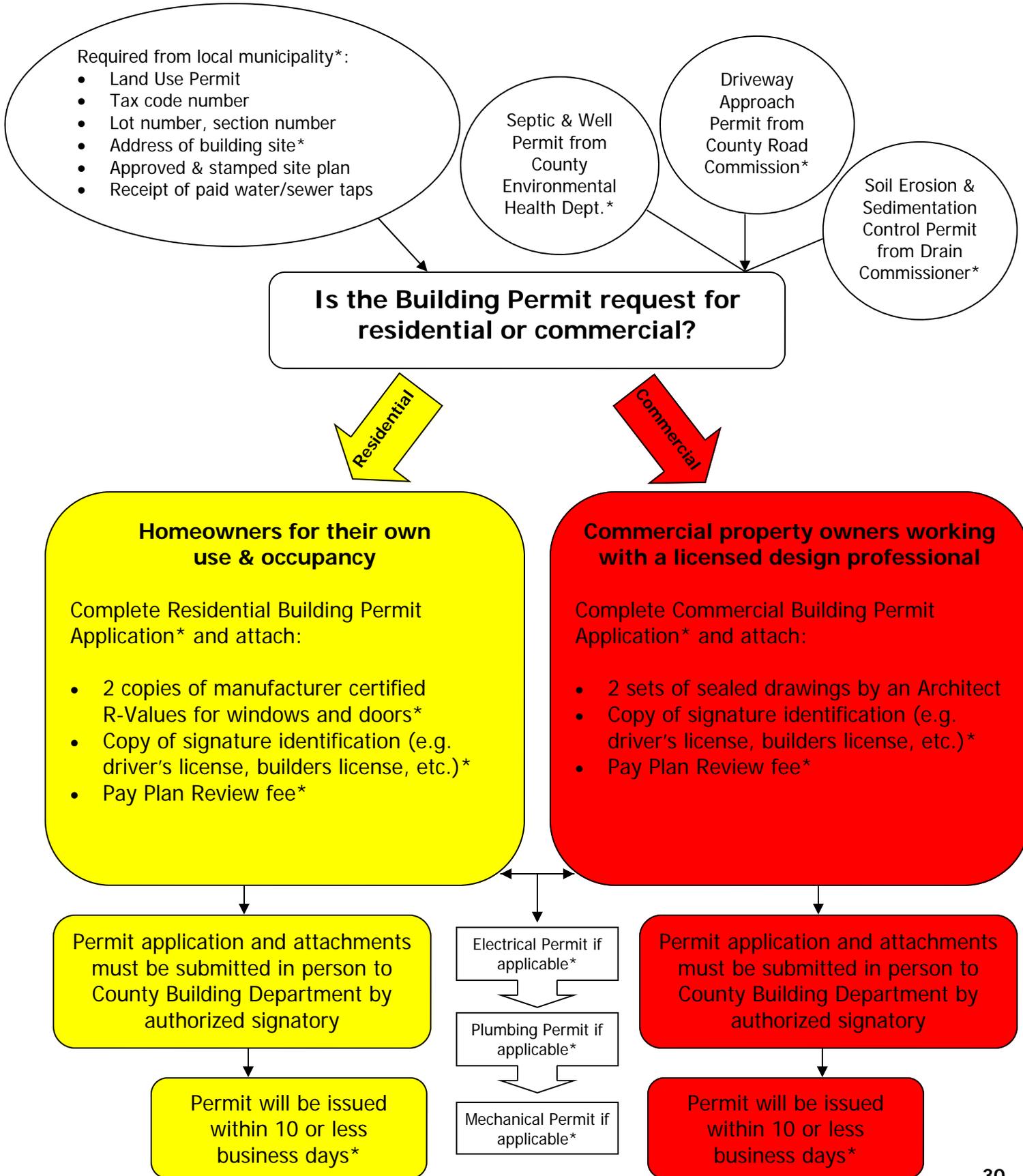
## Website:

<http://www.livgov.com/building/Pages/default.aspx>

# LIVINGSTON COUNTY BUILDING DEPARTMENT

## Residential and Commercial Building Permits

(labels with an asterisk \* are further defined on the [Frequently Asked Permit Question Page](#))



# LIVINGSTON COUNTY BUILDING DEPARTMENT

## Residential and Commercial Building Permits

### Frequently Asked Permit Questions

(questions are noted with an asterisk\* on permit flowchart)

- 1. Who is the local municipality contact person for obtaining a Land Use Permit, tax code number etc.?**  
**A:** Contact the Township, City or Village Zoning Administrator
- 2. What is my next step if the Zoning Administrator indicates that my building site does not have an address?**  
**A:** Please refer to the Information Technology / GIS section of this guide for information about the addressing process and contact information.
- 3. How do I obtain the County Septic & Well, Driveway Approach and Soil Erosion & Sedimentation Control Permits required before applying for a Building Permit?**  
**A:** Please refer to the County Environmental Health Department, Road Commission and Drain Commissioner sections of this guide for information about the permit processes and contact information.
- 4. Where do I get a Residential/Commercial Building Permit Application and where do I submit this form?**  
**A:** Permit applications can be obtained in-person at the County Building Department, through the mail, or on-line at:  
<http://www.livgov.com/building/Documents/bldgapplication.pdf>  
Applications must be submitted in-person and signature rules apply to the signing of the application. For further information see: <http://www.livgov.com/building/Pages/sign.aspx>
- 5. What is the best way to obtain manufacturer certified R-Values for windows and doors?**  
**A:** Most window and door manufacturers will have a brochure or chart of R-Values. Livingston County Building Department is looking for the "U Factor or U Value". It must not exceed 0.35.
- 6. How much are the Residential and Commercial Plan Review fees and where do you pay the fee?**  
**A:** The Livingston County Building Department fee schedule will indicate the amount for Plan Review fees, and it can be viewed on-line at:  
[http://www.livgov.com/building/Pages/Plan\\_Rev\\_fees.aspx](http://www.livgov.com/building/Pages/Plan_Rev_fees.aspx)  
The Plan Review fee must be paid in-person when the permit application is submitted at the Livingston County Building Department.
- 7. If an electrical, plumbing or mechanical permit is necessary, where can I get the permit applications?**  
**A:** Electrical: <http://www.livgov.com/building/Documents/electricalpermit2002.pdf>  
Plumbing: <http://www.livgov.com/building/Documents/plumbingpermit2002.pdf>  
Mechanical: <http://www.livgov.com/building/Documents/mechanicalpermit2002.pdf>
- 8. Who can a Building Permit be released to? When does a permit expire?**  
**A:** There are restrictions on who a building permit can be released to. For further information see: <http://www.livgov.com/building/Pages/pickup.aspx> A permit is good for 6 months upon issuance. If there is recorded activity on the permit, such as an inspection in the first 6 months, a 6 month extension will be given. If there is no recorded activity on a permit within the first 6 months, the permit will become invalid. Cancelled or invalid permits cannot be refunded or reinstated.