

**Hartland Township**  
 2655 Clark Road  
 Hartland, Michigan 48353  
 (810) 632-7498 Office



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## INFORMATION & CHECKLIST For Single Family Residential

***Congratulations on your home improvement plans! Whether you are building a new home, remodeling your existing home or installing improvements like a pool, patio or fence, the Township of Hartland is your first step in the permit process.***

The Township uses the expert services of Livingston County Building Department for the review, issuance and inspection for all building and construction activity. However, before you can submit plans for a building permit, the Livingston County Building Department will require that the Township review the plans for compliance with local ordinances and codes. This compliance review is started by filing an application for a Land Use Permit or Waiver with the Hartland Township Planning Department. We are here to assist you with this process and get you on your way to starting your project.

The following information addresses some common questions and serves as a checklist for you and/or your contractor.

### What is the difference between a Land Use Permit and a Land Use Waiver?

**Land Use Permit.** A Land Use Permit is required when you are making new or removing existing improvements on your property. This may include new construction of a home or garage/shed or an addition to an existing building, demolition or the installation of a fence, pool, or driveway, as well as other similar improvements to the property.

**Land Use Waiver.** A Land Use Waiver is required when you are making interior improvements to a building or repairs and general maintenance. This would include things like remodeling your home, finishing the basement or bonus room.

### General Contact Information

Agency	Department	Function
<b>Hartland Township</b> <b>2655 Clark Road</b> <b>Hartland, MI 48353</b> (810) 632-7498 (general) <a href="http://www.hartlandtwp.com">www.hartlandtwp.com</a>	Planning Department	Land Use Permit or Waiver Property History Ordinances and Codes
	Public Works	Water/Sewer/Well/Septic Services (Meters)
<b>Livingston County</b> <b>2300 E. Grand River Ave.</b> <b>Howell MI 48843</b>		
<i>Building Department</i>	(517) 546-3240	Building and Trade Permits
<i>Health Department</i>	(517) 546-9858	Septic and Well Permits
<i>Drain Commission</i>	(517) 546-0040	Soil Erosion Control and Grading Permits
<i>GIS/Addressing</i>	(517) 548-3230	Assigns Addresses for Property
<b>Livingston County Road Commission</b> <b>3535 Grand Oaks Drive</b> <b>Howell MI 48843</b>	(517) 546-4250	Driveway Approach Culvert Permits

In order to receive a **LAND USE PERMIT** the Township requires the following information:

- Complete Land Use Permit/Waiver Application and Associated Fee.
- Proof of Ownership (Warranty Deed that includes the legal description)
- Certified Survey of the Property (*A detailed and current Mortgage Survey may be accepted*)
  - ✓ *The Survey Must Include All of the Following:*
  - ✓ *Perimeter Dimensions of Property*
  - ✓ *Perimeter Dimensions of Proposed Building or Building Envelope*
  - ✓ *Distance from Front, Side and Rear Lot Lines of Structure/Building or Structure/Building Envelope*
  - ✓ *Distance from Present Buildings on Site (if any)*
  - ✓ *Recorded Easements*
  - ✓ *Location and Name of Abutting Roads*
  - ✓ *Location of all Drives and Pedestrian Sidewalks or Safety Paths*
- Three (3) sets of construction plans prepared in accordance with the requirements of the Livingston County Building Department.
- Parcel/Tax Identification Number and New Address Assigned by County GIS, if applicable.
- Signature of acceptance on the construction plans from an authorized representative from the Neighborhood Association, if applicable.

*The more complete your submittal the easier it will be for the Township to determine compliance with the local ordinances and codes. Please allow one week for review and approval.*

In order to receive a **LAND USE WAIVER** the Township requires the following information:

- Complete Land Use Permit/Waiver Application
- Proof of Ownership (Warranty Deed that includes the legal description)
- Three (3) sets of construction plans prepared in accordance with the requirements of the Livingston County Building Department.

**Livingston County Building Department – BUILDING PERMIT REQUIREMENTS**  
*(Confirm Requirements with the Livingston County Building Department)*

- Township Approved Land Use Permit/Waiver
- Complete Building Permit Application
- Two (2) sets of construction plans prepared in accordance with the requirements of the Livingston County Building Department. **Plans must be stamped approved by the Township Planning Department.**
  - ✓ Floor Plan
  - ✓ Front, Side and Rear Elevations
  - ✓ Framing Details
  - ✓ Building Specification Worksheet
  - ✓ Michigan Uniform Energy Code Worksheet
- Septic and Well Permit or Waiver (or Sewer and Water Permits) from County Health Department
- Soil Erosion Control (Grading) Permit or Waiver from County Drain Commission
- Identification – Copy of Driver's or Builder's License
- Homeowner's Policy Affidavit