

**VILLAGE OF LEXINGTON APPLICATION  
RESIDENTIAL LAND USE**

*Note: To complete this form on a computer, download it, save it as a PDF, and fill it in.*

PERMIT #:	_____
PARCEL #:	_____
PERMIT FEE: \$	_____

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_  
 BUILDING SITE ADDRESS: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

Is property located within 500' of lake, stream or wetland?  Yes  No

**PROJECT DESCRIPTION:** \_\_\_\_\_

**Type of Land Use Project**

- New Building
- Addition to Building
- Accessory Building
- Garage  
Detached \_\_\_\_\_sq. ft. height
- Mobile Home Placement
- Relocation of Building onto property
- Demolition
- Fence
- Driveway
- Sidewalk/Cement Pad
- Swimming Pool
- Home Occupation
- Sign
- PUD, Site Condominium, Subdivision
- Other \_\_\_\_\_

**Zoning District:**

- AG
- R-1
- R-2
- R-3
- C-MU
- G-MU
- GC

**Residence:**

- 1 story \_\_\_\_\_sq. ft.
- 2 story \_\_\_\_\_sq. ft.
- # of Bedrooms \_\_\_\_\_
- # of Bathrooms \_\_\_\_\_
- Type of Heat \_\_\_\_\_
- Air Conditioning Yes No
- Fireplace Yes No
- Basement Yes No

**Foundation material:**

\_\_\_\_\_

**Siding/Exterior wallcover:**

\_\_\_\_\_

**Estimated Cost:**

\$ \_\_\_\_\_

**Occupancy Permit Granted Date:**

\_\_\_\_\_

**Water/Sewer Cap & Tap Fees:**

\$ \_\_\_\_\_

**SITE PLAN:** Attach 1 set of building plans, and a site plan containing a survey and diagram of proposed structure location of lot, including front, side, rear setbacks and lot lines, utilities, easements, existing buildings, sewer, water, etc.

**INSPECTION:** In order to verify compliance with this permit, it will be necessary for the Zoning Administrator or his/her designated agent to enter upon the premises at reasonable times until a certificate of occupancy is issued. Authorization is granted by signature.

**NOTICE:** The approval issued here is a zoning or land use approval, indicating the Village of Lexington approval of the proposed use of the property involved. It is now mandatory that you apply for a Building Permit from the Sanilac County Department of Construction and Land Use, 61 W. Sanilac, Sandusky, MI 48471. (810)648-4664. You must take a copy of this permit, and two sets of plans. The plans will be checked for code compliance before the permit is issued. Other applicable permits may be required, such as: Health Department, Electrical, Plumbing, Building (for structure only), and Mechanical (heating & cooling).

**APPROVAL INFORMATION**

**CONDITIONS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Zoning Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

<b><u>PAYMENT INFORMATION</u></b>	
<input type="checkbox"/> PAID CASH	
<input type="checkbox"/> PAID CHECK	CK # _____
REC'D. BY _____	DATE _____
COPY TO WATER DEPT. <input type="checkbox"/>	



## **Process for Completing a Land Use Permit Application for the Village of Lexington**

### **Step 1: Pre-Application Preparation**

- 1. Review Requirements:**
  - Familiarize yourself with the zoning and land use regulations of the Village of Lexington.
  - Ensure you understand the setback requirements, permissible land uses, and any other relevant regulations.
- 2. Gather Documents:**
  - Detailed drawing or property survey showing property lines, existing structures, and their dimensions and the proposed project including setback distances from property lines and other structures.

### **Step 2: Create a Detailed Drawing**

- 1. Base Map:**
  - Use the property survey as the base map or create a drawing.
  - Clearly mark property lines.
- 2. Existing Structures:**
  - Draw all existing structures on the property, including their dimensions and locations.
  - Label each structure.
- 3. Proposed Project:**
  - Draw the proposed structure or project.
  - Indicate the dimensions of the proposed structure.
  - Show setback distances from all property lines and existing structures.
  - Ensure all measurements are accurate and labeled.

### **Step 3: Complete the Permit Application**

- 1. Applicant Information:**
  - Full name, address, contact information.
  - Relationship to the property (owner, tenant, contractor, etc.).
- 2. Property Information:**
  - Property address.
  - Parcel number (if applicable).
  - Zoning designation.
- 3. Project Description:**
  - Detailed description of the proposed project.
  - Purpose of the project.



- Estimated start and completion dates.
- 4. **Attachments:**
  - Attach the detailed drawing created in Step 2.
  - Any other required documentation as specified by the Village of Lexington.

#### **Step 4: Submit the Application**

1. **Review:**
  - Double-check all information for accuracy and completeness.
  - Ensure all required documents are attached.
2. **Submission:**
  - Submit the completed application and attachments to the Village of Lexington's office.
  - Pay any applicable fees.

#### **Step 5: Follow-Up**

1. **Application Review:**
  - The Village of Lexington will review the application for completeness and compliance with zoning regulations.
  - They may request additional information or modifications to the application.
2. **Site Visit:**
  - A site visit may be conducted by a village official to verify the information provided in the application.
3. **Decision:**
  - You will receive a decision on your permit application.
  - If approved, you will receive the land use permit with any conditions that must be met.
  - If denied, you will receive an explanation and may need to revise and resubmit your application.

#### **Step 6: Compliance and Construction**

1. **Sanilac County Building Permits:**
  - Check with the Sanilac County Building Department (810-648-4664) to see if you're required to get a permit for your project. Schedule and pass any required inspections during construction.
2. **Completion:**
  - Upon project completion, ensure all final inspections are completed and approved.

By following these steps, applicants can ensure a smooth process for obtaining a land use permit in the Village of Lexington.

