



VILLAGE OF
LEXINGTON

7227 Huron Avenue
Lexington, MI 48450
Phone: 810-359-8631

RESIDENTIAL LAND USE APPLICATION

DATE: _____

OWNER'S INFORMATION

NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE (): _____
EMAIL: _____
PARCEL # (if applicable): _____

CONTRACTOR'S INFORMATION

NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE (): _____
EMAIL: _____
LICENSE #: _____

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

PROJECT DESCRIPTION: _____

ESTIMATED START DATE: _____ ESTIMATED END DATE: _____

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:

Estimate Costs:

\$ _____

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 _____

PERMIT # _____

PAYMENT INFORMATION

PERMIT FEE: \$ _____

REC'D BY _____ DATE _____

COPY TO COUNTY ☐



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.