

**FREEDOM TOWNSHIP GUIDELINES FOR
ISSUING NEW RESIDENCE ZONING COMPLIANCE CERTIFICATES**

1. Address Assignment

New addresses in Freedom Township are assigned by the Zoning Administrator. An address is required for continuing the permit process. For the assignment of an address, the following must be submitted to the Zoning Administrator:

- 1) Submit a copy of the property deed from the Washtenaw County Register of Deeds, showing the names of all property owners.
- 2) Submit a legible plot layout (site plan), showing the location of all structures which are to be built, and existing structures marked as existing. Show a North arrow and the scale of the layout not less than 1"=40'. (Note: This can be the same layout as submitted to the Washtenaw County Environmental Health Department for well and septic permits).

2. Zoning Compliance Certificate ("Zoning Permit")

The following items are required and must be submitted to the Freedom Township Zoning Administrator before any zoning permits can be issued, and before applying for a building permit from the WWCA:

- 1) Submit a copy of the well permit issued by the Washtenaw County Environmental Health Department.
- 2) Submit a copy of the health/septic permit issued by the Washtenaw County Environmental Health Department.
- 3) Submit a copy of the driveway permit issued by the Washtenaw County Road Commission. If the driveway will be serving more than two single-family dwelling units, it will be defined as a private road under the township's Ordinance 12, Private Road. The applicant must apply for a Private Road through the Township Clerk. A zoning permit and/or address cannot be issued until the private road has the approval of the Township Board. ALL NEW RESIDENCES MUST HAVE A DRIVEWAY PERMIT FROM THE WASHTENAW COUNTY ROAD COMMISSION, REGARDLESS IF THERE IS A LANE OR SOME TYPE OF DRIVE ENTERING ONTO THE PROPERTY FROM THE COUNTY ROAD.
- 4) Submit a copy of the soil erosion permit and/or waiver issued by the WWCA. All earth moving construction will require either a grading permit or a grading waiver prior to the initiation of any earth moving.
- 5) Submit a copy of all permits as may be required by the Michigan Department of Environmental Quality.
- 6) Submit three complete sets of plans along with elevation views on new residences, large additions or commercial buildings. Submit one reduced copy of the floor plan (8 1/2" by 11").
- 7) Submit a copy of any variance obtained from Freedom Township, Washtenaw County, and/or the MDEQ.