

GENOA TOWNSHIP

RESIDENTIAL LAND USE PERMIT REQUIREMENTS



Three copies of the construction plans (folded, if large)



*Three copies of the site or plot plan showing the following:
dimensions of property; all roads adjacent to property, easements,
wetlands, lakes and streams, all structures, existing or proposed
wells, septic tanks and fields, dimensions from buildings to
property line, dimensions of proposed building including building
elevations (folded, if large)*



Completed Land Use Permit Application form



Completed Meter Form (New Construction Only)



*A reduced size .pdf file of all large/architectural plans,
sent to Permits@Genoa.org*

LAND-USE PERMIT FEES

(Payments accepted in check or cash only)

Mass Grading	\$150.00
Commercial / Industrial.....	\$150.00*
Sign.....	\$75.00
Residential New Construction/Addition	\$75.00*
Accessory Building	\$50.00
Deck/Fence/Swimming Pool.....	\$50.00

**Where applicable, connection and meter fees will also be required at the time of land use permit issuance.*

**AFTER OBTAINING A LAND USE PERMIT,
YOU MUST CONTACT THE LIVINGSTON COUNTY
BUILDING DEPARTMENT AT (517) 546-3240
TO PULL A BUILDING PERMIT.**



Residential Land Use Permit

Genoa Charter Township • 2911 Dorr Rd. • Brighton, MI 48116

Phone (810) 227-5225 • Fax (810) 227-3420 • www.genoa.org

PERMIT NO. _____

revised 10/09/14

1. PROJECT INFORMATION					
Site Address:				Acreage:	
2. OWNER/CONTRACTOR INFORMATION					
Owner Name:			Phone No.: <input type="checkbox"/>		
Owner Address:		City:	State:	Zip:	
Contractor name:			Phone No.: <input type="checkbox"/>		
Contractor Address:		City:	State:	Zip:	
3. TYPE OF IMPROVEMENT					
A. Principal Structure					
<input type="checkbox"/> New Single Family <input type="checkbox"/> New Multiple Family <input type="checkbox"/> Addition to Existing Building <input type="checkbox"/> Grading/Site Work <input type="checkbox"/> Other: _____					
B. Accessory Structure					
<input type="checkbox"/> Fence <input type="checkbox"/> Deck <input type="checkbox"/> Detached Accessory (garage, shed, pole barn) <input type="checkbox"/> Pool/Hot Tub <input type="checkbox"/> Other: _____					
4. PROPOSED SETBACK AND DIMENSIONAL INFORMATION					
A. Proposed Principal Structure Setbacks (in feet)					
Front: _____ (measured from front property line, right-of-way line or private road easement, whichever is less)					
Rear:	Least Side:	Side:	Water/Wetland:		
B. Proposed Accessory Structure Setbacks (in feet)					
Front:	Least Side:	Side:	Rear:	Water/Wetland:	Distance from Principle Structure:
C. Proposed Building/Improvement Dimensions					
Size of Building/Improvement: _____ square feet			Height: _____ feet		
6. SIGNATURE OF APPLICANT					
<p>I hereby certify that all information attached to this application is true and accurate to the best of my knowledge. I certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent. The owner and applicant agree to conform to all applicable ordinances of Genoa Township. Any modification to location, size or dimensions must be approved by Genoa Township. A Land Use Permit is valid for a period of 12 months from the date of issue. In signing of this application, I am permitting an official representative of Genoa Charter Township to do on-site inspections. I acknowledge that private covenants and restrictions are potentially enforceable by private parties.</p>					
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Lessee/Renter <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Other:					
Signature of Applicant:			Printed Applicant name:		Date:
▽ FOR OFFICE USE ONLY ▽					
FLOODPLAIN					
Floodplain:		Panel #:		Zone #:	
ASSESSING APPROVAL					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Approved by:		Date:	
ZONING APPROVAL					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Parcel I.D. No.:		Zoning:	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Approved by:		Date:	
Comments/Conditions:					
Date picked up:					
ZBA	Case #/Approval date:		Conditions:		
3. FEES					
Land Use:	\$	Water/Sewer:	\$	/	Meter: \$



**GENOA TOWNSHIP ASSESSING DEPARTMENT
REQUIRED LAND USE INFORMATION FORM**

2911 Dorr Road ❖ Brighton, Michigan 48116

Phone: (810) 227-5225 ❖ Fax: (810) 227-3420 ❖ www.genoa.org

PERMIT NO. _____

1. PROJECT INFORMATION									
Site Address:				Parcel I.D. No.:				Zoning:	
2. TYPE OF IMPROVEMENT									
<p>A. <u>Principal Structure</u> <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Addition to Existing Building</p> <p>B. <u>Accessory Structure</u> <input type="checkbox"/> Fence <input type="checkbox"/> Deck <input type="checkbox"/> Detached Accessory (garage, shed, pole barn) <input type="checkbox"/> Sunroom <input type="checkbox"/> Pool/Hot Tub: <input type="checkbox"/> Above ground <input type="checkbox"/> In ground</p> <p>C. <u>Total Project Cost:</u> \$ _____</p>									
3. SELECTED CHARACTERISTICS OF IMPROVEMENT									
Building Style		<input type="checkbox"/> Ranch		<input type="checkbox"/> 1.5 Story		<input type="checkbox"/> 2 Story			
Frame		<input type="checkbox"/> Masonry, Wall Bearing		<input type="checkbox"/> Wood Frame		<input type="checkbox"/> Structural Steel		<input type="checkbox"/> Reinforced Concrete	
Exterior		<input type="checkbox"/> Brick		<input type="checkbox"/> Stone		<input type="checkbox"/> Siding		<input type="checkbox"/> Wood	
Foundation		<input type="checkbox"/> Basement		<input type="checkbox"/> Crawl		<input type="checkbox"/> Slab			
Area		New Building Square Footage:				Addition Square Footage:			
Bedrooms		No. of:							
Bathrooms		No. of Full:		No. of Half:		No. of Sinks:		No. of Showers	
Basement		Walkout: <input type="checkbox"/> Yes <input type="checkbox"/> No	Finished: <input type="checkbox"/> Yes <input type="checkbox"/> No	Finished Square Footage:		Basement Baths:	No. of Full:		No. of Half:
Central Air		<input type="checkbox"/> Yes <input type="checkbox"/> No			Decks:		<input type="checkbox"/> Treated <input type="checkbox"/> Composite		
Fireplace		<input type="checkbox"/> Direct Vent		<input type="checkbox"/> Pre-fab		<input type="checkbox"/> Other:			
Garage		<input type="checkbox"/> Attached	<input type="checkbox"/> Detached	Height: feet		Depth: feet		Width: feet	
Inground Pool		<input type="checkbox"/> Fiberglass		<input type="checkbox"/> Gunite		<input type="checkbox"/> Plastic			
Driveway		<input type="checkbox"/> Gravel	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Brick	<input type="checkbox"/> Other _____			
Accessory Structure		Height: feet	Depth: feet	Width: feet		Flooring:	<input type="checkbox"/> Concrete	<input type="checkbox"/> Dirt	<input type="checkbox"/> Wood
4. APPLICANT SIGNATURE (below)									
I hereby certify that all information attached to this application is true and accurate to the best of my knowledge. I certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent and agree to conform to all applicable ordinances of Genoa Township. I acknowledge that private covenants and restrictions are potentially enforceable by private parties.									
Signature of Applicant:					Date:				



Marion Howell Oceola Genoa

Sewer & Water Authority

2911 Dorr Rd., Brighton, MI 48116

Ph: 810-224-5835 Fax: 810-227-3420

MHOG Meter / Connection Fee Form

Note: Prior to completing this form, perform the attached checklist to determine if MHOG connection fees are applicable

Date: _____ Township: _____ Subdivision: _____

Site Address / Location: _____

Property Tax Code: _____ Permit Number: _____

Owner's / Developer's Name: _____ Phone Number: _____

Owner's / Developer's Address: _____

Sewer Hook Up Only: _____ Connections (REUs): _____ Meter Size: _____

Assess Charges if the Following Statement is True (further definition on attached checklist):

- | | | |
|---|-----------------------------------|--------------------------|
| <input type="checkbox"/> Main Meter Package Purchase | Meter Package Fee | \$ _____ |
| <input type="checkbox"/> Irrigation Meter Package Purchase | Irrigation Meter Fee | \$ _____ |
| | Horn Picked Up: Yes No N/A | |
| <input type="checkbox"/> New Construction of a Single Family Home - Water | Flushing Fee | \$ _____ |
| <input type="checkbox"/> New Construction of a Single Family Home - Sanitary Sewer | Sewer Clean Out | \$ _____ |
| <input type="checkbox"/> New Connection Without an Existing Lead | Live Tap Inspection Fee | \$ _____ |
| <input type="checkbox"/> Other MHOG Fees Are Applicable to This Site
(Examples: Grinder, Fire Suppression) | Other MHOG Fees | \$ _____ |
| <input type="checkbox"/> MHOG Water Connection Fee ^(Footnote 1) | Connection Fee | \$ _____ |
| | Total Paid to MHOG | \$ _____ |
| | Cash <input type="checkbox"/> | |
| | Check <input type="checkbox"/> | Check # _____ |
| <input type="checkbox"/> Water Connection Fee Due to Township | Water Connection Fee | \$ _____ () Pd. To Twp. |
| <input type="checkbox"/> Sewer Connection Fee Due to Township | Sewer Connection Fee | \$ _____ () Pd. To Twp. |
| <input type="checkbox"/> Other Twp. Fees Are Applicable to This Site
(Examples: Land Use) | Other Twp. Fees | \$ _____ |

Acknowledgement Section

New Meter Package Requirements:

A plumbing permit from Livingston County Building Dept. is required for the installation of water meters. **Their phone number is 517-546-3240**

You, the applicant, must contact the **MHOG Utility Department at (800) 881-4109** to schedule a meter installation appointment. The curb stop must be clearly marked and at finished grade prior to setting the meter. A repeat

Printed Name: _____ Date: _____

Applicant's Signature: _____

Footnote 1: The MHOG Water Connection Fee is \$3,500 per Residential Equivalent Unit and is separate from, and in addition to, the water connection fee of the Township. The fee is paid to the Township and then remitted to MHOG. November 16, 2017



Marion Howell Oceola Genoa

Sewer & Water Authority

2911 Dorr Rd., Brighton, MI 48116

Ph: 810-224-5835 Fax: 810-227-3420

MHOG Connection Fee Checklist

Note: MHOG connection fees are applicable for New Connection(s) or REUs not previously fully assessed by the Township or for a change in use for additional REUs on a parcel

Calculate MHOG Portion of Connection Fees:

Connections (REUs) _____ x \$3,500/REU = _____

Definitions

Meter Package Fee	Charge for meter dependent on size, including horn/flanges and MXU Radio Read Device.
Water Connection Fee	The connection fee is charged on a per Residential Equivalent User (REU) basis for new users or users that increase their use of the system. The connection fee covers the costs associated with capital improvement projects required to maintain adequate production and distribution capacity for the water system.
Sewer Connection Fee	The connection fee is charged on a per Resident Equivalent User (REU) basis for new users or users that increase their use of the system. The connection fee covers the costs associated with capital improvement projects required to maintain adequate collection and treatment capacity for the waste water system.
Sewer Clean Out	\$25 fee for GO wastewater customers charged to new homes for sewer line cleaning following completion of the home or subdivision. This fee covers typical construction debris deposited into the sewer line during construction.
Flushing Fee	\$50 fee charged to new buildings connecting to the MHOG water system for unmetered water loss during construction, which may include water used to disinfect, flush, and test the water pipes.
Live Tap Inspection Fee	In cases where MHOG does not install the lead, a \$250 inspection charge for new construction that requires a live tap to the municipal water or sanitary sewer system. Fee covers MHOG staff time to inspect the live tap, generate a lead sheet, and update in GIS System.
Other Fees	Specific fees assessed by Township or required for unique situations associated with connection to the sanitary sewer or water system.
REU	A Resident Equivalent User (REU) is defined as the quantity of water used or wastewater discharged from an ordinary single family dwelling unit. In computing the number of REUs for commercial users refer to the Commercial Equivalent User Table. Typically, the number of REUs equals the number of connection fees to charge a property.



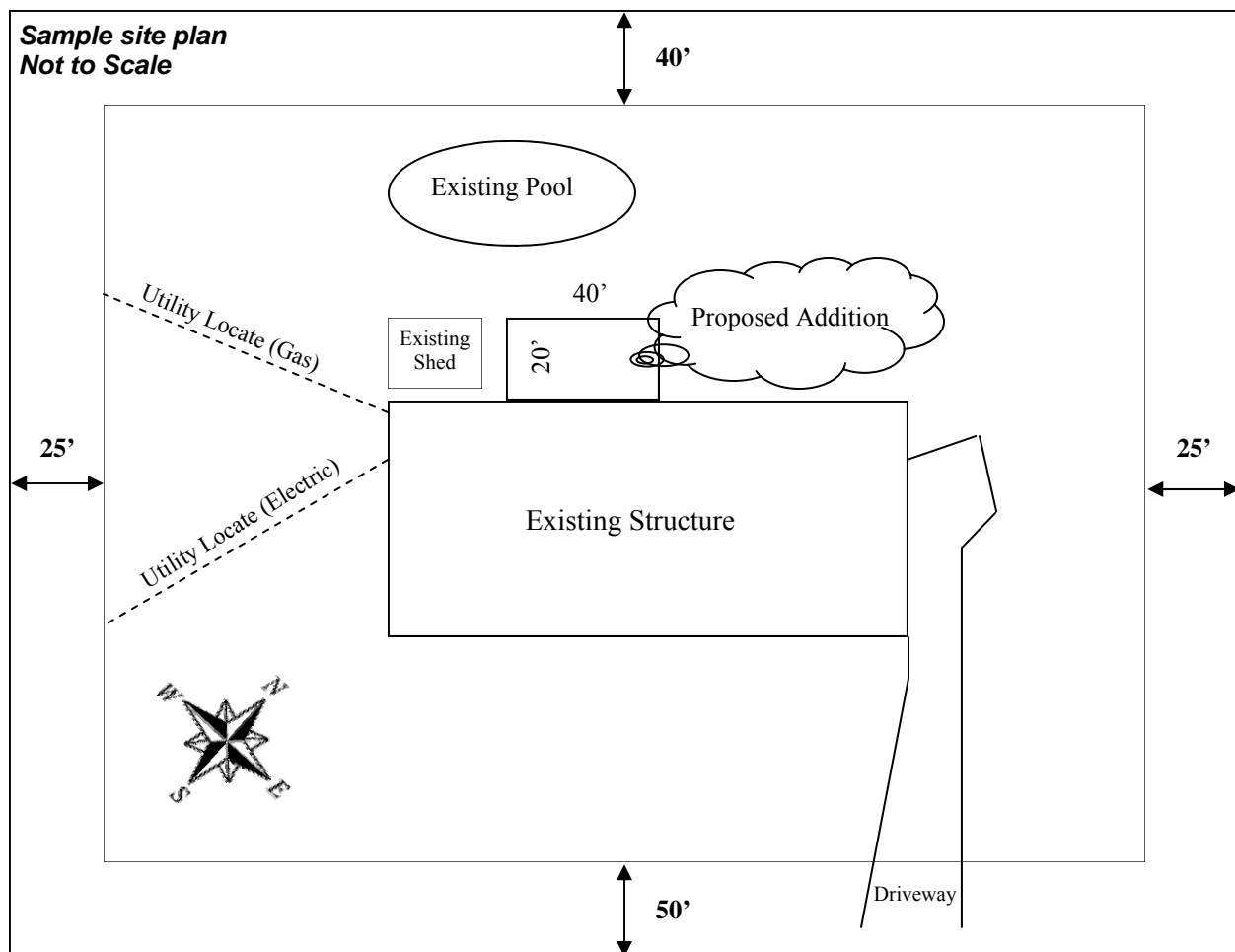
2911 Dorr Road
Brighton, MI
48116

www.genoa.org
(810)227-5225

Site Plans Building Guides for Homeowners

What is a Site Plan?

A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a land surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, wetlands, lakes, streams, other structures on the property, and distance to your property lines. If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.), show where those meters will be relocated.



Notes:

1. Structures shall not be permitted to be built over setback lines, easements, or property lines.
2. If your property is on a slope, you may be required to install silt fence to keep the dirt on your property.
3. If you do not know the location of your utilities, contact Miss Dig 1-800-482-7171. Remember to call 3 days in advance of digging. This is a free service.

CHARTER TOWNSHIP OF GENOA
LIVINGSTON COUNTY, MICHIGAN

OAK WILT RESOLUTION

Whereas, the Charter Township of Genoa's trees, woodlots, landscapes, greenbelts, natural areas and right-of-ways, represent a valuable and precious asset, necessary to preserve; and

Whereas, various oak (*Quercus*) species comprise a significant component of this natural and rural forest environment, in some locations as much as 80-90% of the dominant tree species; and

Whereas, the Charter Township of Genoa is concerned a deadly disease known as oak wilt caused by the fungus *Ceratocystis fagacearum* is a threat to the Township's oak population. Improper tree trimming/removal practices may result in the establishment of oak wilt disease epicenters, which may lead to increased disease activity with devastating aesthetic and economic losses. It is therefore both advisable and prudent to attempt to prevent and control oak wilt.

The Charter Township of Genoa's Board of Trustees hereby resolves the following:

Tree Care Practices: Oak wilt prevention

- a) Oak trees shall not be pruned or trimmed between April 1 and October 15 regardless of their location. Exceptions include pruning for storm damage, construction, utility work, accidents, etc. (see item b).
- b) It shall be the responsibility of the property owner, developer, contractor to repair or cause to be repaired any oak trees that are inadvertently injured between April 1 and October 15, by removal of exposed jagged surfaces followed by prompt sealing with a tree pruning sealer or latex paint. Such repair to take place within hours of the injury.
- c) Oaks that exhibit symptoms of oak wilt (see the attached and/or Genoa Township's web site) or show signs of decline or death shall be reported to the Livingston County Road Commission, (517) 546-4250.

Registration:

- a) Any contractor, utility, company, person or entity who has the opportunity to affect the health of oak trees in Genoa Township by exchange of money, goods, services or other valuable consideration is hereby required to register with the Township Clerk's office (810) 227-5225, prior to conducting such practices.
- b) Registration will be valid for one calendar year.
- c) Application/registration fees will be established by resolution by the Board of Trustees.

- d) The Clerk's office will maintain an updated list of persons, contractors, companies or other entities registered for impacting oak tree health.

Tree Care Practices: Oak Wilt Management

- a) Suspected cases of oak wilt must be reported as soon as observed, to Livingston County Road Commission, (517) 546-4250.
- b) Any developer, contractor and/or owner(s) of property preparing a site for construction during April 1st through October 15th shall follow strict adherence to the above Oak Wilt prevention practices.
- c) Trees confirmed with oak wilt shall be the responsibility of the property owner to perform or cause to be performed, one or several of the following practices.
- i) Members of the red oak family, which have died of oak wilt, must be removed within 5 weeks.
 - ii) Members of the red oak family not infected by oak wilt, but potentially root grafted to a tree that was killed or diseased with oak wilt, should be treated by injection of the fungicide Alamo by a registered company. Members of the white oak family diseased with oak wilt may recover with Alamo tree injections.
 - iii) Trenching may be a practice in lieu of or in addition to injections for oak wilt management (see www.genoa.org).
 - iv) Dead oak trees will be removed and properly disposed by chipping to less than 3 inches or removed to a disposal site for debarking, burning or burial. Oak wood retained as firewood will be sealed with a (brown or green) tarp during the warm season, April 1-October 15.
 - v) Stumps left by removal of oak trees shall be promptly removed, buried or sealed.
 - vi) Responsibility for oaks in this resolution will reside with the property owner(s). In right-of-way situations the responsibility will reside with the Livingston County Road Commission. In utility easement locations, it shall be the responsibility of the utility company to schedule trimming between October 16 and March 31.

Copies of this resolution shall be forwarded to appropriate State and County representatives, utility companies, tree service companies as well as Township property owners.

This Resolution is hereby declared to have been adopted by the Township Board of the Charter Township of Genoa in a meeting thereof duly held and called on the 19th day of August, 2013.

POLLY SKOLARUS
TOWNSHIP CLERK