



ZONING CERTIFICATE APPLICATION

APPLICATION CHECKLIST

- ☐ **Completed and Signed Application.**
- ☐ **Application Fee.**
- ☐ **Narrative.** A brief narrative about the request or proposed use of the property.
- ☐ **Plot Plan.** A plot plan must be provided with the following information:
 - Setbacks from property lines and from existing structures on site.
 - Dimensions of the proposed structure
 - In the case of fences and structures, there must be a description of the proposed materials.
- ☐ **Completed Application Checklist.**



Mayor Tim Greimel

CITY OF PONTIAC
Planning & Zoning Division
47450 Woodward, Pontiac, MI 48342
Office: 248-758-2800

ZONING COMPLIANCE APPLICATION PROCESS

Zoning - Fence - Parking Lot - Temporary Uses

Zoning Compliance Permit

In the City of Pontiac, a Zoning Compliance Permit is required for changes to the exterior of residential and commercial sites, including to construct, erect, install, alter, or repair fencing or other site work. If you choose to use a fence or contractor for the proposed work, all contractors or homeowner pulled permits must acquire a permit prior to starting work. Request for inspections are determined and scheduled at the time of permit issuance. Work completed without permits are subject to penalties and fees. Details of work approved by Zoning Compliance Applications:

1. Residential and Commercial Fence Installation
2. Repair of Existing Fence
3. Temporary Use
4. Parking Lot Installation and/or reconfigure
5. Unlicensed Residential Facilities
6. Donation Bins

Required Documents:

1. Completed Zoning Compliance Application
2. Check for \$150.00
3. Site diagram of property and dimensional details of proposed work.

Fees

- Zoning Compliance Permit - \$150.00

Additional Resources for Applicant

1. Oakland County Property Gateway

How does a homeowner get a fence or parking lot permit?

The Zoning Compliance Application can be found on the City of Pontiac PZD website. All proposed work must comply with the City of Pontiac Zoning Ordinance, found here. If you choose to do the work, complete the following step prior to starting the work.

Step 1 - Application

The following information is needed to get a permit.

Contact your contractor for these documents.* The PZD does not issue property drawings or sketches.

- Completed fence permit application (PDF)**
- Submit dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is part of a larger parcel, the plan should indicate the boundaries of total land holding.*
- The location of the lot upon which the fence is to be constructed or installed.*
- such other information as the Planner shall require to show full compliance with all laws and Zoning Ordinance.

Step 2 – Submission & Review

Bring required documents to our offices or submit via-email.

- Submit through email at: Planning@pontiac.mi.us
- Submit Button on Application Page
- Planning & Zoning Division Office - 47450 Woodward, Pontiac, MI 48342

Step 3 – Issuance & Inspections

Once you have paid for your permit and Zoning Compliance Issued you may request an inspection.

Have your permit number ready and follow the instructions, 248-758-2800

CITY OF PONTIAC
DEPARTMENT OF BUILDING & SAFETY
47450 Woodward Avenue
Pontiac Michigan 48342
248-758-2800/FAX 248-758-2827

APPLICATION FOR ZONING COMPLIANCE PERMIT

APPLICANT MUST COMPLETE ALL ITEMS IN SECTION I, II, III and IV. NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS.

I. PROJECT INFORMATION				
Project Name			Address	
City	PONTIAC	State	County	Zip Code
		MICHIGAN	OAKLAND	
Between			And	
II. IDENTIFICATION				
A. OWNER				
Name			Address	
City		State	Zip Code	Telephone Number
C. CONTRACTOR				
Name			Address	
City		State	Zip Code	Telephone Number
Builders License Number			Expiration Date	
Federal Employer ID Number or Reason For Exemption			Workers Comp Insurance Carrier or Reason For Exemption	
Cell Number			E-Mail Address	
MESC Employer Number or Reason For Exemption				
III. TYPE OF IMPROVEMENT AND PLAN REVIEW				
A. TYPE OF IMPROVEMENT				
1. ____ Fence Front Yard (not to exceed four feet in height) 2. ____ Fence Rear Yard (not to exceed six feet in height)				
____Chain Link ____Privacy 3. ____ Detached Garage/Shed 4. ____ Service Sidewalk				
____ 5 ____ Other _____				
A Non-Refundable Fee of \$150.00 Zoning Compliance Review fee will be charged for processing				
APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.				
Name			Telephone Number	
Address		City	State	Zip Code
I HEREBY CERTIFY THAT THE OWNER OF RECORD AUTHORIZES THE PROPOSED WORK AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.				
SIGNATURE OF APPLICANT:				
DATE:				

PLANS ARE ENCLOSED WITH THIS APPLICATION. YES

TOTAL DUE	\$
CHECK NUMBER	{ }

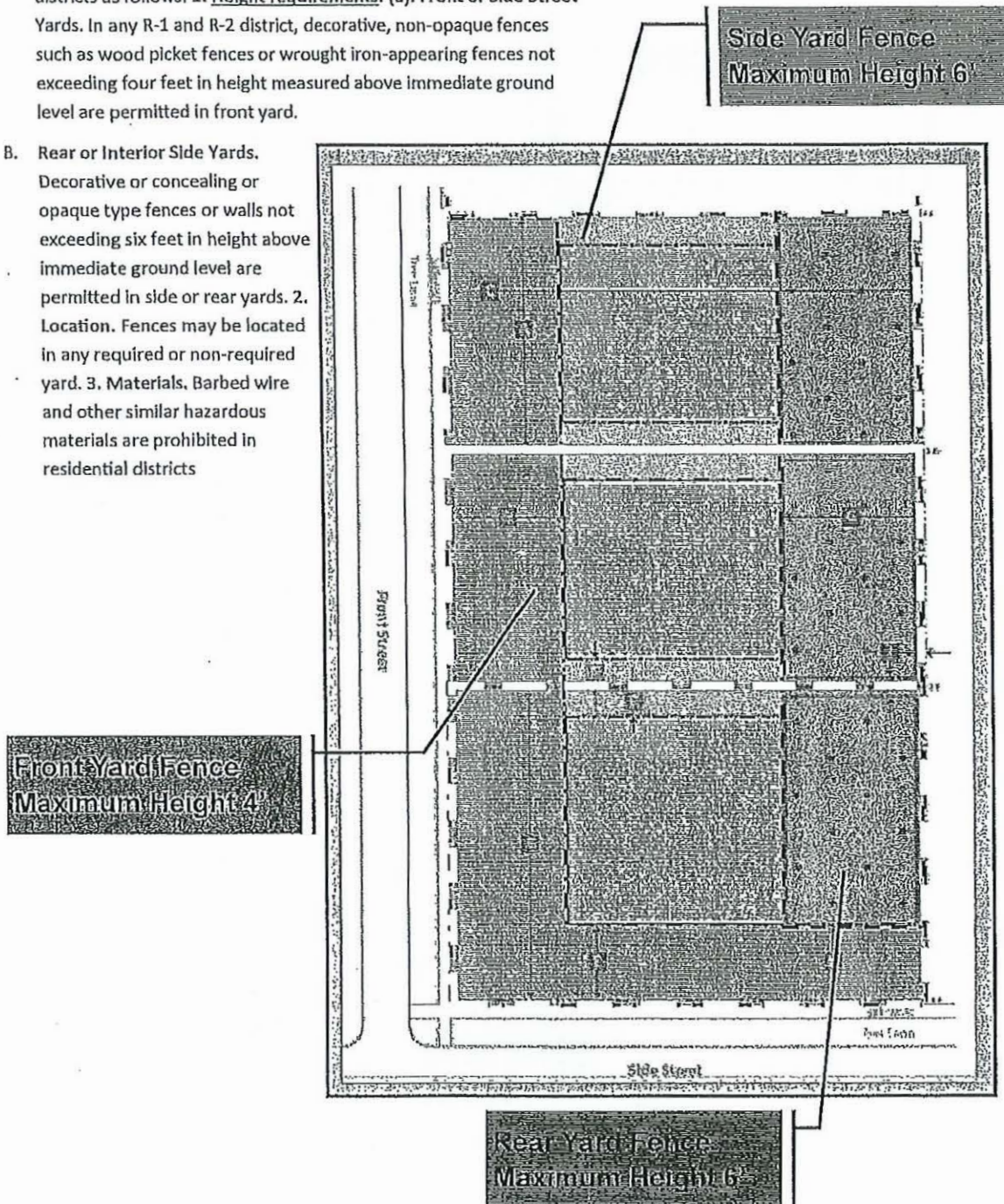
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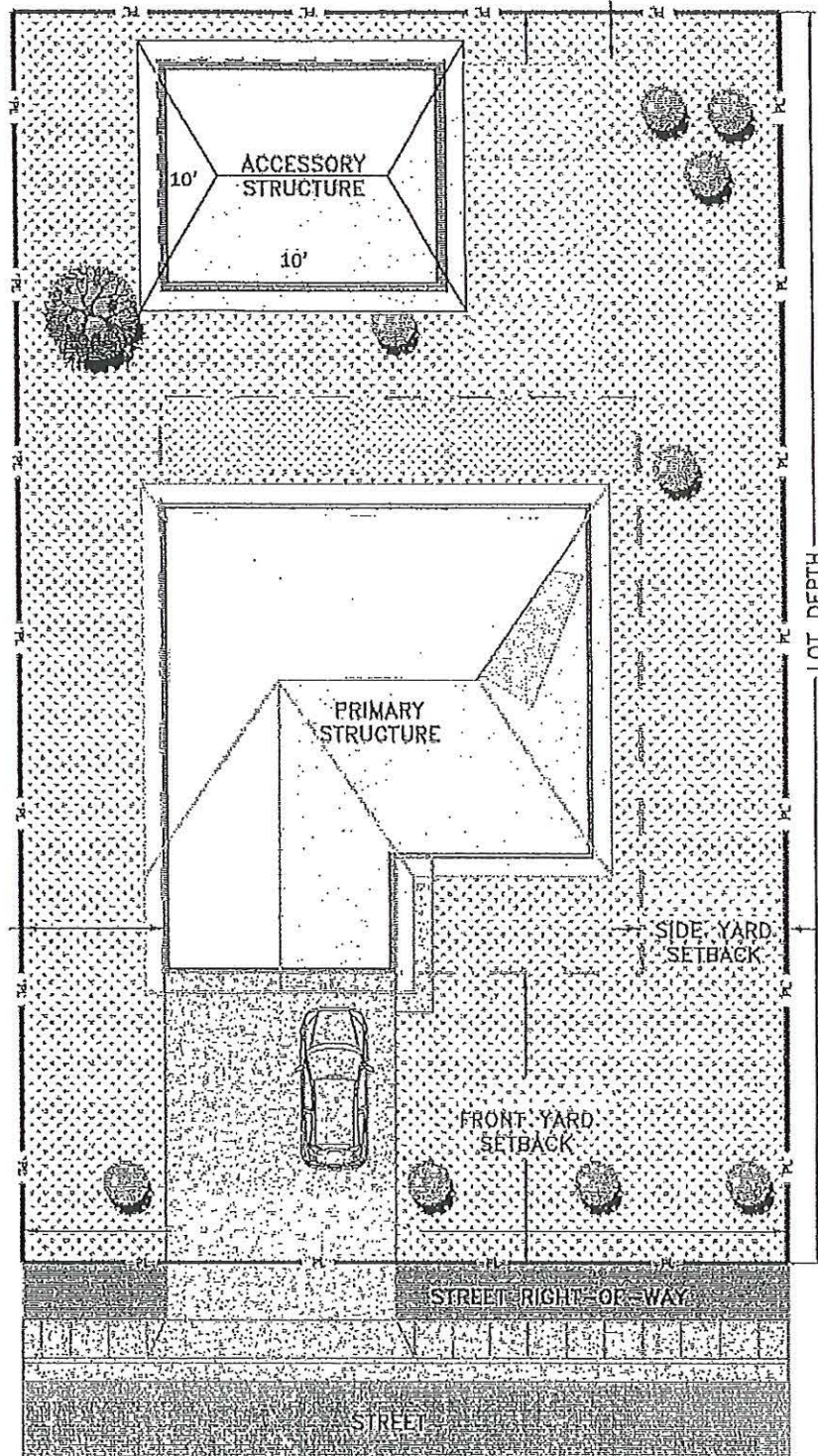
Section 4.103 Fences or Walls

- A. Residential Districts. Fences are permitted in residential and C-O districts as follows: 1. Height requirements. (a). Front or Side Street Yards. In any R-1 and R-2 district, decorative, non-opaque fences such as wood picket fences or wrought iron-appearing fences not exceeding four feet in height measured above immediate ground level are permitted in front yard.

- B. Rear or Interior Side Yards. Decorative or concealing or opaque type fences or walls not exceeding six feet in height above immediate ground level are permitted in side or rear yards. 2. Location. Fences may be located in any required or non-required yard. 3. Materials. Barbed wire and other similar hazardous materials are prohibited in residential districts



Sample Property Diagram Corner Lot—Accessory Structures



Sample Property Diagram Interior Lot—Accessory Structures

