



## CITY OF PONTIAC Planning & Zoning Division

47450 Woodward, Pontiac, Mi 48342

Office: 248-758-2800

**Mayor Deirdre Waterman**

# ZONING COMPLIANCE APPLICATION PROCESS

Zoning - Fence – Parking Lot – Driveways

## 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 such as paving, concrete, and driveways. 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. Driveway Installation and/or repair
4. Parking Lot Installation and/or repair
5. Proof of Zoning Verification for Subject Properties

## 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

1. Oakland County Property Gateway

## How does a homeowner get a fence or driveway/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: PontiacPZD@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

Planning & Zoning Division  
47450 Woodward Avenue  
Pontiac Michigan 48342  
248-758-2800/FAX 248-758-2827

## APPLICATION FOR ZONING COMPLIANCE PERMIT

**Applicant must complete all required fields (\*) Incomplete applications will be rejected and returned. More information regarding the Zoning Compliance review process and application can be found in supporting documentation.**

<b>PROJECT INFORMATION*</b>						
Project Name			Address			
City	PONTIAC	State	MICHIGAN	County	OAKLAND	Zip Code
Between			And			
<b>IDENTIFICATION*</b>						
<b>A. OWNER</b>						
Name			Address			
City		State		Zip Code	Telephone Number	
<b>C. CONTRACTOR</b>						
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						
<b>TYPE OF IMPROVEMENT AND PLAN REVIEW**</b>						
<b>INDICATE TYPE OF IMPROVEMENT** - ATTACH DOCUMENTS OF MATERIALS AND INSTALLATION DETAILS</b>						
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. ____ Driveway    6. ____ Other _____						
<b>A Non-Refundable Fee of \$150.00 Zoning Compliance Review fee will be charged for processing.</b>						
<b>APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION. **</b>						
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.						
<b>SIGNATURE OF APPLICANT:**</b>			<b>DATE:</b>			

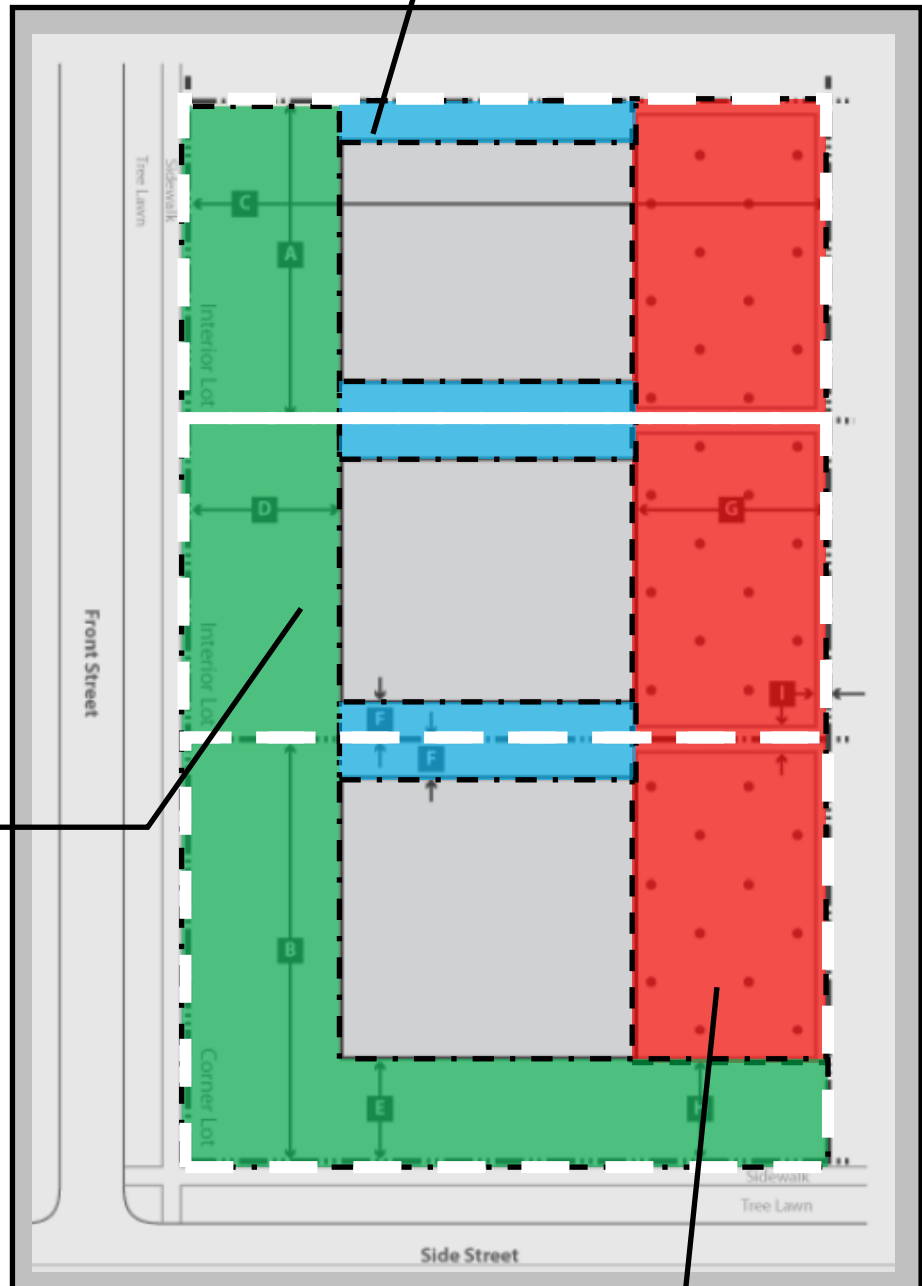
## Section 4.103 Fences or Walls

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

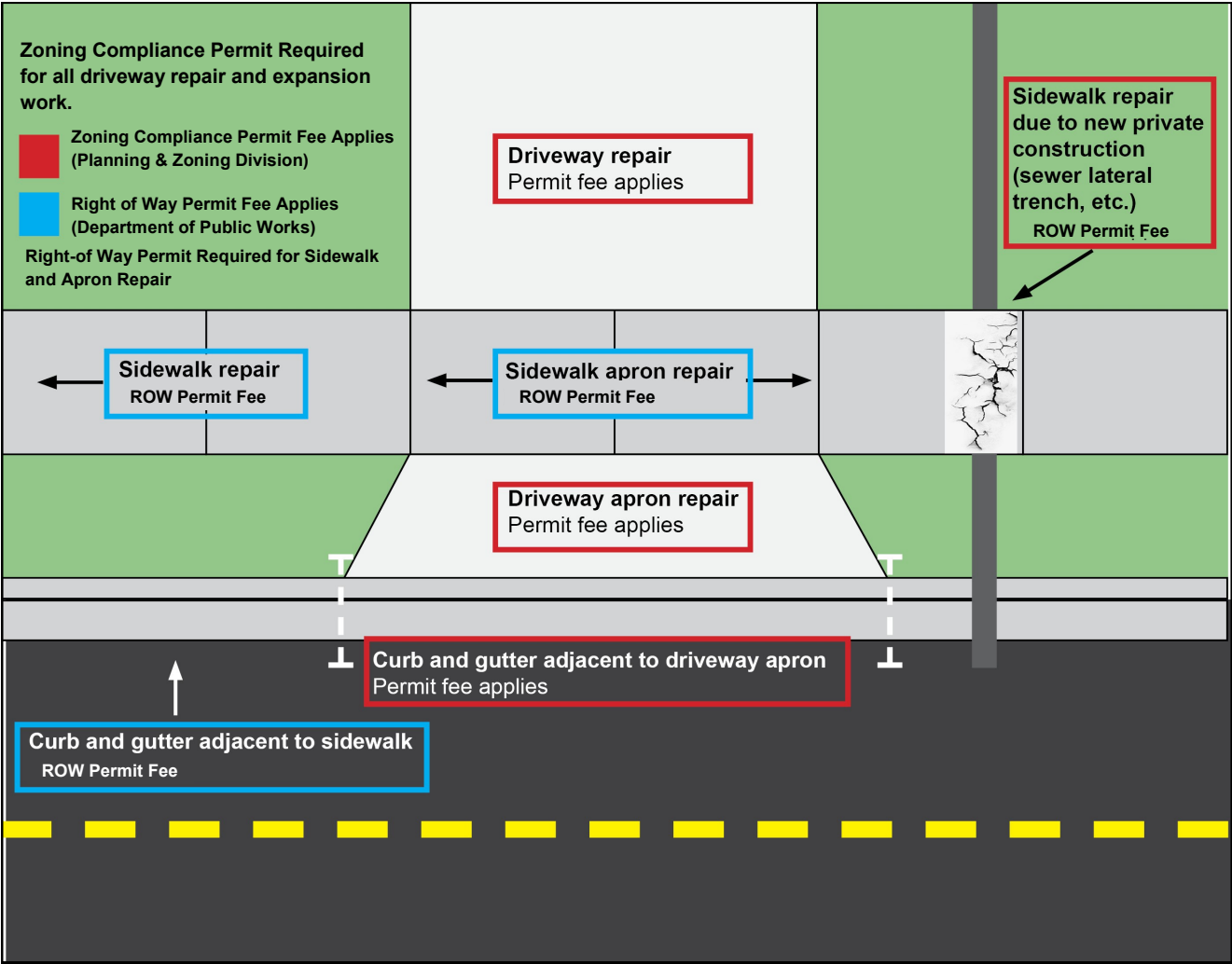
Side Yard Fence  
Maximum Height 6'

Front Yard Fence  
Maximum Height 4'



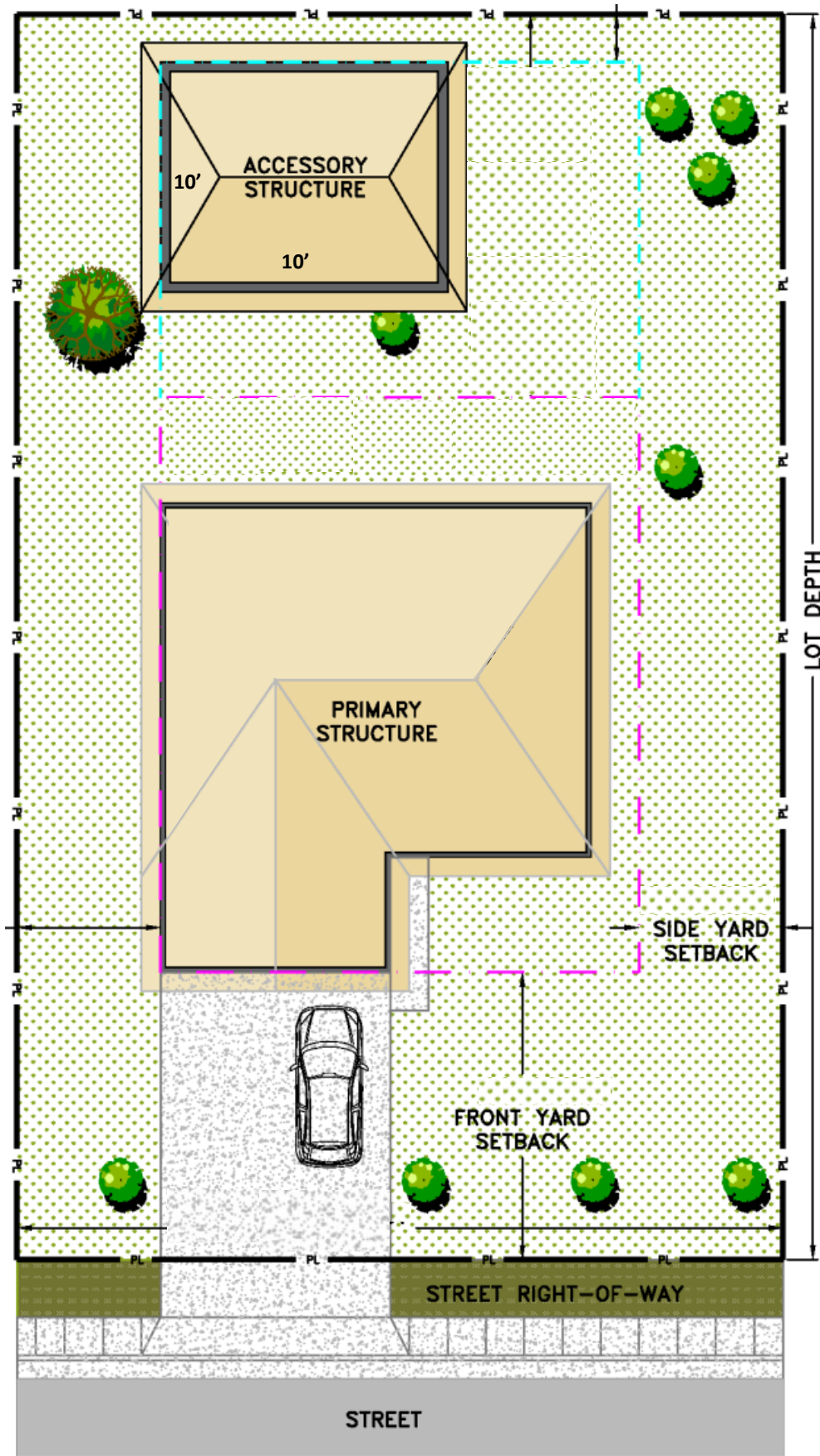
Rear Yard Fence  
Maximum Height 6'

Sidewalk and Driveway Repair



Department of Public Works—(248) 758 - 3600

Sample Property Diagram Corner Lot—Accessory Structures





Sample Property Diagram Interior Lot—Accessory Structures

