

**RILEY TOWNSHIP**  
**13042 BELLE RIVER RD.**  
**RILEY TOWNSHIP, MI 48041**  
**Phone (810)392-2326 FAX (810)392-2918**

***BUILDING & ZONING INFORMATION SHEET***

**ZONING PERMITS:** Are required for all buildings under 200 square feet. Zoning approval is required for **all** building permits.

**TO APPLY FOR A BUILDING PERMIT:**

- o For all permits, you must provide an application. (If property owner is not applying for a building permit, an affidavit authorizing said agent to make application is necessary.)
- o Two (2) sets of blueprints, including truss plans and floor system plans. (Hand drawn prints are acceptable showing how the structure is being built.) One copy will be retained by the Township.
- o **For vacant land a plot plan of the parcel shall be prepared including a copy of the Certificate of Survey and the legal description.**
- o A plot plan will be drawn to a scale 1" = 100', **all numbers must be legible, and must include north arrow. Drawn on a 8 1/2 " X 14" legal size sheet (preferred), larger sheets allowed as needed. All plot plans must show distances of all existing and proposed structures. Must meet setbacks of Ordinance #33 from all property lines, swales, existing easements, utilities, natural drainage and water courses, ponds, driveway, well, septic field, reserve septic field, wet lands, and established drains. (SEE LEVEL ONE A CHECKLIST FOR FULL DETAILS.)**
- o For a new house: A copy of the following documents must be provided with application: 1.) Septic Disposal Permit (Perk test); 2.) Well Permit (Septic and well permits are available from **the St. Clair County Environmental Health Department Phone: (810) 987-5306;** 3.) Driveway Culvert Permit from the **St. Clair County Road Commission Phone: 800-999-9424 Ask for the permits department;** 4.) If you are disturbing any land within five hundred (500') feet of a river, drain or natural watercourse, **or which disturbs one acre or more of land** you must obtain a Soil and Sedimentation Permit from St. Clair County Environmental Health Department; 5.) DEQ (Department of Environmental Quality) Permit (when applicable).
- o All accessory buildings, new homes, ponds, etc. must meet the minimum setback requirements per Ordinance #33. See chart below.

**NOTE: This list of requirements is not intended to be all-inclusive. Conditions may warrant that additional information be provided or items may not be applicable to your plan.**

***Area, Width and Setback Requirements:***

ZONING DISTRICT	MINIMUM LOT AREA	MINIMUM LOT WIDTH	MINIMUM SETBACKS		
<b>AR-Agricultural / Rural Residential</b>	<b>2 Acres</b>	<b>200 Feet</b>	<b>110 Feet (C)</b>	<b>25 Feet</b>	<b>30 Feet</b>
<b>RC- River Conservation</b>	<b>3 Acres</b>	<b>300 Feet</b>	<b>110 Feet (C)</b>	<b>25 Feet</b>	<b>30 Feet</b>
<b>All lots having frontage on Belle River</b>	<b>3 Acres</b>	<b>300 Feet</b>	<b>110 Feet (C)</b>	<b>25 Feet</b>	<b>30 Feet</b>
<b>EC- Extensive Commercial</b>	<b>-----</b>	<b>100 Feet</b>	<b>90 Feet (C) (I)</b>	<b>30 Feet</b>	<b>30 Feet</b>
<b>R-1 Residential</b>	<b>2 Acres</b>	<b>200 Feet</b>	<b>110 Feet (C)</b>	<b>25 Feet</b>	<b>30 Feet</b>
			FRONT	SIDE	REAR

(C.) The front setback shall be measured from the center of the road. It is important to note that a front setback is required on any side of a lot line that lies adjacent to a public road. **SETBACK FOR ALL PROPERTY ON M-19 (KINNEY RD.) IS ONE HUNDRED FIFTY (150') FEET FROM THE CENTERLINE OF THE ROAD.**

River Conservation must stay thirty (30') feet from any escarpment or short steep slope.

(I.) Side setbacks may be reduced to ten (10') feet on one side with a cumulative total side setback of thirty (30') feet when the abutting parcel is in the EC District. When the abutting parcel is in a non-commercial district, the thirty (30') foot setback must be maintained.

*OVER >>>>>>>>>>>*



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**ACCESSORY BUILDINGS:** (Separate garages, sheds and pole buildings): Setbacks apply. Accessory buildings must be located behind the front line of the residence *\*except for property in the RC District or when a residence is setback more than five hundred (500') feet from the center of the road.* (See Section 905) There must be a minimum distance of ten (10') feet from any other building. **NOTE: See requirements for a building permit.**

**NEW ADDRESSES:** for vacant property can be applied for at the Riley Township Office (\$50 fee). A copy of proof of ownership, legal description and site plan must be provided. Addresses adjacent to the property or across the road must also be provided.

**ORDINANCE #29 BONDS:** There is a bond for new and moved-in homes, additions/remodeling, accessory buildings, commercial buildings, demolition permits and ponds. Contact the Riley Township Office for correct amounts. These bonds expire after two (2) years if the project is not completed within that time period an extension must be applied for and granted by the Riley Township Board. There is a \$35.00 for application for an extension. Ordinance #29 Bonds are refunded after all final inspections are completed at the next regular scheduled Riley Township Board Meeting. Certificate of Occupancies are issued with Bond Refunds. Ordinance #29 Bonds are in addition to the cost of the permit and plan review fees.

**SWIMMING POOLS:** A permit is required for swimming pools with twenty-four (24") inches or more of water.

**PONDS:** Pond permits are required prior to digging a pond. See separate pond information for setbacks.

**SINGLE FAMILY DWELLING STANDARDS - Section 916 of the Zoning Ordinance:**

**FOR ALL HOMES: MINIMUM WIDTH TWENTY-FOUR (24') FEET for at least 75% of the length of the dwelling unit.**

**MINIMUM ROOF PITCH: 4:12**

**MINIMUM FLOOR AREA PER DWELLING UNIT FOR ONE-FAMILY AND TWO-FAMILY DWELLINGS**

ONE AND TWO BEDROOMS.....	870 SQ.FT.
THREE BEDROOMS.....	1056 SQ.FT.
FOUR BEDROOMS.....	1200 SQ.FT.

**ALL BUILDING PLANS MUST COMPLY WITH THE 2012 MICHIGAN BUILDING CODE**

ZONING ADMINISTRATOR AND POND INSPECTOR.....**Jim Golembieski**  
**(810) 531-1286**

BUILDING INSPECTOR.....**DOUG WENDLAND**

\*Local Memphis Number **CELL PHONE: (810) 543-1644\***

ELECTRICAL INSPECTOR.....**Paul DeWitte**  
**(810) 531-4149**

PLUMBING & MECHANICAL INSPECTOR.....**TIM KELLY**  
**(810) 392-2582**

**REQUIREMENTS SUBJECT TO CHANGE**

