



## VILLAGE OF DEXTER-PLANNING/ZONING OFFICE

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### **\*\*\* ATTENTION: ZONING COMPLIANCE REQUIRED \*\*\***

## **PRIOR TO THE START OF ANY COMMERCIAL OR RESIDENTIAL CONSTRUCTION, A CERTIFICATE OF ZONING COMPLIANCE IS REQUIRED**

The following is a guide, outlining the requirements of Preliminary and Final Zoning Compliance for Commercial / Industrial and Residential (site condominium & platted subdivision) development in Dexter Village. For full requirements and details of Certificates of Zoning Compliance please see Section 21 of the Village of Dexter Zoning Ordinance and the Village Engineering Standards available at [www.villageofdexter.org](http://www.villageofdexter.org).

## **COMMERCIAL / INDUSTRIAL DEVELOPMENT**

### **PRELIMINARY ZONING COMPLIANCE**

For commercial / industrial development, Preliminary Zoning Compliance allows for the submission of building plans to the Washtenaw County Building Department, the start of grading, installation of utilities, roads, storm water drainage systems, landscaping, etc.

Preliminary Zoning Compliance is issued by the Village only after the following items are addressed:

- Final Site Plan Approval, including all conditions of approval as required by the Village Council.
- Pre-construction Meeting (Pre-con) to be held at the Village Offices (please allow at least ten(10) days to schedule a preconstruction meeting). Prior to the pre-construction meeting the following procedures must be completed:
  1. Construction estimates must be sent to the Village and approved by the Village Utilities Department and the Village Engineer.
  2. Upon receipt and approval of construction estimates the Village Engineer will inform the applicant of the amount of the inspection escrow deposit.

3. After inspection escrow is deposited with the Village, the applicant must send an approval set of plans to the utilities and other outside agencies as specified by the Village engineer.

The following is a typical list of issues to be discussed at the preconstruction meeting: (A preconstruction meeting checklist is included in the site plan packet of information).

1. Agreement upon issues of special consideration as determined during the site plan review process.
2. Project time-table, and start date.
3. Estimate of utility connection fees to be provided to the applicant.
4. Review procedures for obtaining Final Zoning Compliance.
5. Any issues regarding phasing of development including utility stubbing etc.

## **FINAL ZONING COMPLIANCE**

Final Zoning Compliance for commercial / industrial developments allows the applicant to apply for Final Certificate of Occupancy from the Washtenaw County Building Department.

Final Zoning Compliance inspection shall be requested by the applicant. It is the applicant's responsibility to request this inspection in a timely fashion after construction is complete. Final Zoning Compliance shall not be granted by the Village until each of the following inspections and approvals are granted:

- Village Engineer approval of:
  1. public / private utilities
  2. storm drainage system
  3. roadway system, if private
  4. all other engineering related site plan issues
- Village Utilities Department approval of:
  1. sewer connections
  2. water connections
  3. full payment of utility connection fees
- Dexter Area Fire Department approval.
- A letter from the developers engineer which certifies that all site work has been completed in conformance with the approval site plan.

- Village Planning and Community Development Manager
  1. landscaping pursuant to the approved site plan
  2. tree / natural feature preservation areas, if any
  3. lighting
  4. signs
  5. parking and circulation
  6. general building configuration and layout.
  7. All other issues

The Village shall be responsible for notifying the Village Engineer, Village Utilities Department, and the Fire Department regarding the request for Final Zoning Compliance inspection. Upon notification, each of the above shall inspect and provide written comments. Written comments including any “punch-list” items shall be forwarded to the applicant and copied to the Community Development Manager.

Upon written acceptance by the Village Engineer, Village Utilities Department, Fire Department, and Community Development Manager, Final Zoning Compliance shall be granted. The Village Manager or (his/her) designee shall have the authority to sign the Final Zoning Compliance Certificate.