



## CHARTER TOWNSHIP OF OXFORD

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Oxford, MI 48371  
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# Permit Application Guidelines Detached Accessory Building

1. Submit Zoning Compliance/Building Permit application.
  - Include contractor contact and license information, if applicable.
  - Current tax statement marked paid (available in the Treasurer's office)
  - Two complete sets of construction plans with all necessary material and structural details for plan review
    - Roof style
    - Floor Plan with dimensions
    - Elevation Views
    - Wall Schedule showing information on:
      - Roof pitch
      - Truss spacing – or rafter size and spacing
      - Size of header (laminated beam recommended)
      - Size of roof sheathing, spaced per manufacturer
      - 15# felt under shingles (based on roof pitch)
      - Asphalt shingles
      - Roof and soffit ventilation
      - Framing used, e.g. 2x4 studs, 16" on center
      - Wind bracing at corners
      - Type of siding, to be 8" above grade
      - Pressure treated sill plate
      - Anchoring attachments used
      - Floor, 4" concrete with 4" sand base, minimum
      - Foundation – 4"x24" rat wall and 42" footings
    - Two copies of the property plot plan or sketch of property with structure placement
    - Cash or check payment in the amount of \$125.00 for the Zoning Compliance (this does not include Building Permit fees)
2. Once application and \$125.00 payment are submitted, the Zoning Official will go out to the property for a stake inspection. He does this on Wednesday mornings **only**. If the site is not staked and ready, it will have to wait another week for him to go out.

3. When stakes and Zoning Compliance are approved, we will pass the application and plans on to our Building Official for plan review. He will go over the construction plans, making sure the material and structural specifications are in compliance with the building code. He will include notes on a plan review sheet that will need to be signed and followed for construction of the structure.
4. After the Building Official has approved the plans, we will set up a building permit to be paid for and picked up by the homeowner or contractor. Building permit fees are shown and explained on the following pages.
5. When the Building Permit is paid for and applicants have their copies, an inspection may be called in and scheduled. Building inspections are done Tuesday, Wednesday and Thursday between 8:00 am – 5:00 pm. All inspections need to be called in before 3:00 pm the day prior to the inspection. If the site is not ready for inspection or the inspector does not have access to inspect construction, the contractor and/or homeowner will be liable for a \$50 re-inspection fee that would need to be paid before he goes back out to the site for inspection.

Inspections Required:

1. Footing/Rat Wall – before pouring concrete
  2. Sand Compaction – may be done at the same time of rat wall, before pouring concrete
  3. Electric, if necessary, additional permit required and any other trade permits
  4. **Final sealed truss diagrams** (submitted prior to rough inspection)
6. Any electrical, mechanical, or plumbing work will need a permit pulled and inspected also. Those inspections have the following schedules:  
Electrical inspections are done Tuesday, Wednesday and Thursday between 8:00 am and 5:00 pm  
Plumbing and Mechanical inspections are done Tuesday and Thursday between 8:00 am and 1:00 pm  
All inspections need to be called in before 3:00 pm the day prior to the inspection.
7. Once all of the electrical, plumbing and mechanical inspections have been completed (if applicable), a final building inspection is required. Upon approval, a Certificate of Occupancy will be issued and the bond refund will be initiated.

# ARTICLE 6

## GENERAL PROVISIONS

**6.1 Application.** The provisions of this Article shall be applicable to all zoning districts unless otherwise specified in this chapter.

**6.2 Accessory Buildings and Structures.**

- A. Use of Accessory Buildings and Structures. Attached and detached accessory buildings and structures in residential districts shall not be used as dwelling units or for the conduct of any business, profession, trade or occupation, except permitted home occupations pursuant to Section 6.10. , Such accessory buildings and structures shall not be used as storage that is offered for rent.
- B. Timing of Construction. No accessory building or structure shall be constructed or established on a parcel unless there is a principal building, structure or use being constructed or already established on the same parcel of land, unless otherwise approved by the Zoning Board of Appeals. The Board of Appeals shall require that a cash performance guarantee be posted to insure completion of the main building, as a condition of approval for prior construction of an accessory building.
- C. Attached Accessory Buildings and Structures. Accessory buildings or structures which are attached to the principal building shall be considered a part of the principal building for the purposes of determining conformance with area, setback, height, and lot coverage requirements.
- D. Detached Accessory Buildings and Structures
  - 1. Setbacks. Detached accessory buildings and structures shall comply with the following setback requirements:
    - a. Front Yard Setback. Accessory buildings and structures shall comply with the front yard setback requirements established under Section 3.7. Accessory buildings on corner lots shall maintain the specified front setback from both streets, as required for main buildings in the same zoning district.
    - b. Side Yard Setback. Accessory buildings and structures shall comply with the side yard setback requirements established under Sections Section 3.7.
    - c. Rear Yard Setback. Accessory buildings and structures in the R-1A, R-1, R-2 and R-3 zoning districts zoning districts

shall be setback from the rear property line by a distance of at least ten (10) feet or the height of the accessory building or structure, whichever is greater. Accessory buildings and structures in all other zones shall be located no closer than  $\frac{1}{2}$  of the rear yard setback requirement for the district in which they are located, as established under Section 3.7.

2. Distance Between Buildings. Detached accessory buildings shall be located at least ten (10) feet from any building on the site.
  3. Height. Accessory buildings and structures in the R-1A, R-1, R-2 and R-3 zoning districts shall not exceed fifteen (15) feet in height. Accessory buildings and structures in all other zones shall comply with the maximum building height requirement for the district in which they are located, as established under Section 3.7.
  4. Lot Coverage. Accessory buildings and structures shall be included in computations to determine compliance with maximum lot coverage standards established under Section 3.7.
- E. Location in Proximity to Easements or Rights-of-Way. Accessory buildings and structures shall not be located within a dedicated easement or right-of-way.
- F. Area in Relation to Principal Building. The total floor area of all attached and detached accessory buildings in R-1A, R-1, R-2 and R-3 zoning districts shall not exceed the total floor area of the main dwelling on the same lot.
- G. Appearance. No attached or detached residential accessory building shall have exposed or uncovered cement block walls, tarpaper, plywood sheathing, or similar materials. All exposed walls shall have a finished appearance by the application of face brick, wood, aluminum or composition siding, or similar materials approved by the Zoning Administrator.
- H. Non-Residential Features. In order to maintain the residential character of attached and detached accessory buildings located in the R-1A, R-1, R-2 and R-3 zoning districts, overhead or similar doors greater than nine (9) feet in height, and similar non-residential equipment and features, shall not be permitted on the side of the accessory building facing the front lot line.
- I. Swimming Pools. Private swimming pools shall be considered as accessory structures and are subject to the following:
1. Private swimming pools shall not be permitted in the front yard.

2. All design and construction standards contained in the Michigan Residential Code related to private swimming pools shall be adhered to.

**6.3 Agricultural Exemption.** Farm operations protected under the Right to Farm Act (P.A. 93 of 1981, as amended) shall be exempt from regulation under this Ordinance. Individuals wishing to exercise this exemption must first provide documentation to the Zoning Administrator that the activities in question are protected by the Right to Farm Act. All other land uses and improvement activities that are not part of the farm operation shall adhere to the provisions of this Ordinance.

**6.4 Building Grades.**

- A. Any building requiring yard space shall be located at such an elevation that a sloping grade shall be maintained to cause the flow of surface water to run away from the walls of the building. There shall be a sloping grade beginning at the finished grade line at the front of the building to the front lot line. However, this shall not prevent the maintenance of natural existing grades or the grading of a yard space to provide sunken or terraced areas, provided proper means are constructed and maintained to prevent the run-off of surface water from flowing onto the adjacent properties.
- B. When a new building is constructed on a vacant lot between two (2) existing buildings or adjacent to an existing building, the existing established grade shall be used in determining the grade around the new building. The yard around the new building shall be graded in such a manner as to meet existing grades and not to intensify run-off of surface water onto the adjacent properties.
- C. Final grades shall be approved by the Building Official. The Building Inspector may require the developer to submit a written opinion of a registered civil engineer or land surveyor concerning grading for proper drainage around the building or structure in question.



## Footnotes to the Schedule of District Regulations

- A. Net Lot Area, as defined in Section 2.2, shall be used to determine compliance with Minimum Lot Area requirements.
- B. The minimal parcel area shall be at least one (1) acre when the parcel is not serviced by a centralized sanitary sewer system.
- C. The ratio of the lot depth to lot width shall not exceed the following:

Parcel Size	Maximum Lot Depth-to-Width Ratio
One (1) acre or less	2.5 to 1
1.01 - 10.0 acres	3.5 to 1
10.01 - 20 acres	4.5 to 1
> 20 acres	5.0 to 1

- D. Lot width shall be measured as defined in Section 2.2 to determine compliance with Minimum Lot Width requirements. A structure shall not be erected on a lot where the lot axis (used to determine lot width) falls outside of the boundaries of the lot.
- E. Permitted Yard Encroachments. Chimneys, fire escapes, balconies, bay windows, roofed porches and similar projections shall be considered integral parts of the building to which they are attached, and shall be subject to all yard and setback requirements. The items listed below may be permitted to encroach upon required yards, according to the standards provided for each, however all other applicable standards of this or any other ordinance shall remain in effect.
  - 1. Terraces, Patios. Terraces, patios, and similar accessory structures that are not attached to a principal or accessory building and are unroofed and without walls or other continuous enclosure may encroach upon required side or rear yards, but shall be no closer than five (5) feet from the side or rear lot line. Such structures may have open railings or fences not exceeding four (4) feet in height and may have non-continuous windbreaks or visual screens not exceeding six (6) feet in height. Such structures are not permitted to encroach into the required front yard.
  - 2. Unenclosed, Unroofed Porches. Unenclosed and unroofed porches and decks, that are attached to a principal or accessory building may encroach upon a required rear yard, but shall be no closer to the rear lot line than one-half ( $\frac{1}{2}$ ) the distance of the required rear yard setback. Such structures may have open railings or fences not exceeding four (4) feet in height and may have non-continuous windbreaks or visual screens not exceeding six (6) feet in height. Such structures are not permitted to encroach into the required front or side yards.
  - 3. Architectural Features. Eaves, gutters, sills, pilasters, cornices, belt courses, leaders, and similar architectural features may project into any required yard a maximum of twenty-four (24) inches.
  - 4. Residential Air Conditioning Equipment. Air conditioning equipment may encroach into required side or rear yards, but shall be no closer than five (5) feet

from the side or rear property line. Such structures are not permitted to encroach into the required front yard.

5. Encroachments Permitted in All Yards. Fences, landscaping, arbors, trellises, driveways and similar items may encroach upon any required yard.
- F. Building Height shall be measured in accordance with the definition for Building Height provided in Section 2.2.
- G. Exemptions from Building Height Regulations. The following structures and appurtenances shall be exempt from the height regulations of this ordinance: cupolas, spires, belfries, mechanical penthouses, and domes; chimneys, ventilators, skylights, water tanks, windmills, public utility transmission and distribution lines and related structures; radio and television broadcasting and receiving antennae; barns, agricultural wind energy conversion systems, silos, grain storage bins and associated equipment; parapets, and other appurtenances usually required to be placed above roof level and not intended for human occupancy. Where exemption from the height regulations of this ordinance for such structures and/or appurtenances is necessary to preserve the function of a particular, the height shall be no greater than that which is minimally necessary to accomplish the intended function. Wireless and/or cellular towers and/or facilities shall not be exempt from the height restrictions of this ordinance.
- H. Lot coverage shall be measured as the percentage of Net Lot Area covered by Building Area, as defined in Section 2.2.
- I. Minimum Front Yard Setback shall be measured from the Front Lot Line, as defined in Section 2.2.
- J. Corner lots shall maintain the Minimum Front Yard Setback from all lot lines fronting on a public or private road.
- K. The maximum height of barns shall be 50 feet, unless exempt from zoning requirements pursuant to Section 6.3.
- L. Detached accessory buildings (clubhouses, maintenance buildings, etc.) in the RM and MHC districts shall not exceed 25 feet in height.
- M. Interior side yards are not required, subject to any regulations of the Building Code and adequate access for parking, delivery, and emergency services.