

The Charter Township of Fenton Grade Plan Check List

Your grade plan will not be accepted without this completed checklist

Property Address: _____

Date: _____

Applicant/Owner/Builder: _____

Phone: _____

Surveyor/Engineer: _____

Phone: _____

Email: _____

- ☐ Name, address and phone number of property owner.
- ☐ Name, address and phone number of engineer/surveyor.
- ☐ Signed and sealed by a professional engineer or surveyor.
- ☐ Scale
- ☐ North arrow
- ☐ Benchmark
- ☐ Dimensions of all property lines.
- ☐ Existing contour lines that extend 50 feet onto neighboring properties.
- ☐ Proposed contour lines.
 - a. Swales shown
 - b. Grading around proposed structure.
- ☐ Existing structures adjacent to the property.
 - a. Finished floor
 - b. Spot elevations at each corner.
- ☐ Proposed structure.
 - a. Finished floor
 - b. Spot elevations at each corner.
 - c. Label if there will be day light windows or a walkout.
 - d. Roof drains shall be shown. If drains will be buried, size and location of pipe outlet shall be shown.
 - e. Well Location
 - f. Sanitary sewer lead
 - g. Sump pump lead
 - h. Sidewalks
 - i. Driveway
 - j. Driveway Culvert
 - k. Driveway slope percentage
- ☐ Shown size, location and slope of all piping that will be installed to help with drainage.
- ☐ Retaining walls shall be shown if needed. Spot elevations shall be shown at the top of wall and bottom of wall every 25 feet. Material of wall. Any drainage piping shall be shown and called out on the plans.
- ☐ Label all bodies of water on the plans.
- ☐ Label setbacks
- ☐ Wetlands, flood plain and flood plain elevation shown on plans.
- ☐ All existing utilities and easements shall be shown on plans
(Sanitary sewer, power poles, etc.)

Please be advised: As of November 1, 2021, all lake lots will be required to submit an asbuilt at the completion of construction!



Approved



Disapproved (See letter from engineer)

Signed: _____

Date: _____

GRADING
Ordinance No. 662
Adopted: July 10, 2006

SECTION 1. Purpose.

It is the intent of this ordinance to ensure property in the Township is graded in the proper manner and storm water is managed in compliance with the Township's Storm Water Management Ordinance.

SECTION 2. Requirements

Detailed grading plans, as required in this ordinance, shall be submitted to and approved by the Township engineer prior to the issuance of a permit for any construction, grading or other earth moving activity, unless a waiver is granted, for the following improvements:

- A. New single-family construction or modifications of an existing structure of more than one (1) room on the grade floor.
- B. Multiple, commercial or condominium construction.
- C. Private road construction.
- D. Grading or filling, i.e., alteration of existing topography.
- E. Clearing and/or grubbing.
- F. Construction of berms.

All property disturbances regulated under this section shall be in conformance with the approved grading plan.

SECTION 3. General Grading Requirements

The following general grading requirements shall be applied in the design of the site grading plan:

- A. Drainage shall be managed in compliance with the Township Storm Water Management Ordinance.
- B. Elevations representing the finished grade and the first floor grade, if applicable, shall be indicated.
- C. Proposed grading shall meet abutting property line elevations. A waiver may be granted by the Township engineer in cases of unique characteristics on the site which would require special treatment. Any approval of a waiver by the Township engineer shall also state the special treatment to be applied.
- D. Side yard swales are required. A waiver may be granted by the Township engineer in cases of unique characteristics on the site which would require special treatment. Any approval of a waiver by the Township engineer shall also state the special treatment to be applied.
- E. Any storm water drainage, from existing or new construction, shall not be allowed to flow onto adjacent properties.

SECTION 4. Specifications of Grading Plans.

A grading plan shall be prepared by a licensed civil engineer or surveyor, signed and sealed, and shall comply with the following minimum requirements:

- A. A scale of not less than one (1) inch equals fifty (50) feet (1" = 50'). Scales of one (1) inch equals twenty (20) feet (1" = 20') are preferred.
- B. Date, north arrow and scale.
- C. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.

- D. The location of all existing and proposed structures on the subject property and all existing structures on either side of the subject property.
- E. The location of all existing and proposed drives, parking areas and easements on the property.
- F. The location and widths of right-of-way of all abutting streets.
- G. The proposed location and dimensions of any pedestrian sidewalks.
- H. Existing ground elevations on the site will be shown with (two) 2 foot contours.
- I. The name, address and telephone number of the engineer/surveyor responsible for preparing the grading plan.
- J. Bench mark description and location used, based on United States Geological Survey datum (USGS).
- K. All required setbacks shall be shown and properly labeled.
- L. All wetlands, floodplains and floodplain elevation.
- M. The proposed method of drainage.
- N. General direction of the rear yard drainage and swales indicated with arrows.
- O. Additional grades shown under special conditions as required by the Township engineer.
- P. Such other information concerning the lot or adjoining lots as may be required by the Township engineer.
- Q. The location of all utility leads (water, sanitary, sump pump, gas, electric, etc.).

SECTION 5. Foundation Certificate.

After placement of the foundation and before the backfill inspection, a written certification from a licensed surveyor or engineer shall be submitted to the Township engineer. This certification shall state that the proposed finished floor elevations and horizontal placement of the foundation are properly set and conform to the approved grading plan. This certification shall also state that the surveyor or engineer has properly staked all foundations in accordance with the approved grading plan. Failure to comply with this provision may result in removal or modification of the structure as determined by the Township.

SECTION 6. Final Grading Approval.

- A. As-built plans shall be submitted to the Township prior to request for a final grading inspection. These plans shall be marked "AS-BUILT."
- B. Upon completion of the work in accordance with the approved grading plan, the owner or builder shall request a final approval of the site. The Township engineer shall perform a final grading inspection. If all work has been completed in accordance with the approved grading plan, the Township engineer shall notify the building department in writing. A certificate of occupancy shall not be issued without this written approval, unless final grading cannot be done due to seasonal weather conditions. In such cases, a temporary certificate of occupancy may be issued, if determined appropriate by the Township. If all work has not been completed in accordance with the approved plan, the Township engineer shall notify the applicant that the site grading must be brought into compliance with the approved grading plan within the time frame required by the building inspector.

SECTION 7. Fees.

A nonrefundable grading plan review fee, the amount of which shall be established from time to time by resolution of the Township Board, shall be submitted with three (3) sets of grading plans when applying for a zoning permit and for each revision. One (1) final grade inspection shall be made at no additional charge to the applicant. However, if

more than one (1) plan review of final grade inspection is required, due to insufficient information or due to inappropriate grading, an additional fee will be charged.

SECTION 8. Penalty.

Violation of any of the provisions of this Ordinance shall hereafter constitute a misdemeanor and shall be punished by a fine not to exceed five hundred dollars (\$500.00) together with the cost of prosecution and/or imprisonment in the Genesee County Jail or such other place of detention as the court may prescribe for a period of time not to exceed ninety (90) days.

SECTION 9. Severability.

This ordinance and the various parts, sections, subsections, provisions, sentences and clauses are severable. If any part of this ordinance is found to be unconstitutional or invalid it is declared the remainder of this ordinance shall not be affected hereby.

Section 10. Effective Date

This ordinance shall be published as required by law and shall take effect 30 days after adoption and publication.

Enacted at a regular meeting of the Fenton Township Board held on the 10th day of July 2006.

Bonnie K. Mathis, Supervisor

Robert E. Krug, Clerk

CHARTER TOWNSHIP OF FENTON
Ordinance No. 682
Adopted: July 23, 2007

An ordinance to amend Section 3 of Ordinance No. 662 (Grading) to add a requirement for site stabilization.

THE CHARTER TOWNSHIP OF FENTON, GENESEE COUNTY, MICHIGAN,
ORDAINS:

ARTICLE I. Section 3 (General Grading Requirements) of Ordinance No. 662 is hereby amended to provide as follows:

SECTION 3. General Grading Requirements

The following general grading requirements shall be applied in the design of the site grading plan:

- A. Drainage shall be managed in compliance with the Township Storm Water Management Ordinance.
- B. Elevations representing the finished grade and the first floor grade, if applicable, shall be indicated.
- C. Proposed grading shall meet abutting property line elevations. A waiver may be granted by the Township engineer in cases of unique characteristics on the site which would require special treatment. Any approval of a waiver by the Township engineer shall also state the special treatment to be applied.
- D. Side yard swales are required. A waiver may be granted by the Township engineer in cases of unique characteristics on the site which would require special treatment. Any approval of a waiver by the Township engineer shall also state the special treatment to be applied.
- E. Stabilization of the site (grass, sod, hydroseed, etc.) is required within thirty (30) days of final grade approval.
- F. Any storm water drainage, from existing or new construction, shall not be allowed to flow onto adjacent properties.

ARTICLE II. This ordinance and its various articles, paragraphs and clauses thereof are hereby declared to be severable. If any article, paragraph or clause is adjudged unconstitutional or invalid, the remainder of this amendatory ordinance shall not be affected thereby.

ARTICLE IV. All ordinances and provisions of ordinances of the Charter Township of Fenton in conflict herewith are hereby repealed.

ARTICLE V. This amendatory ordinance shall be published as required by law and shall take effect immediately after adoption and publication.

Enacted at a regular meeting of the Fenton Township Board held on the 23rd day of July 2007.

Bonnie K. Mathis, Supervisor

Robert E. Krug, Clerk

CHARTER TOWNSHIP OF FENTON
Ordinance No. 729
Adopted: November 1, 2010

An ordinance to amend Article 2 and Article 7 of Zoning Ordinance No. 594 to revise provisions relating to filling of property.

THE CHARTER TOWNSHIP OF FENTON, GENESEE COUNTY, MICHIGAN,
ORDAINS:

ARTICLE I. Section 2.01 (Definitions) of Zoning Ordinance No. 594 is hereby amended to revise the definition of *filling* as follows:

Filling - Placing material to alter land contours or displace water with soil, paving or similar material.

ARTICLE II. Subsections A and B of Section 7.02 (Zoning Permits) of Zoning Ordinance No. 594 are hereby amended to provide as follows:

SECTION 7.02 Zoning permits

A. Permits required

It shall be unlawful for any person, firm or corporation to do any of the following without first obtaining a zoning permit from the Zoning Administrator:

1. change the use of a parcel of land or building,
2. commence excavation for, or construction of any building or structure, including fences and accessory structures two hundred (200) square feet or less in area that otherwise does not require a building permit, or addition to any existing building or structure,
3. make structural changes, or make repairs to any existing non-conforming building or structure,
4. move an existing building
5. grade or fill property,

No building permit shall be issued until an application has been submitted in accordance with the provisions of this Ordinance showing that the construction and/or use proposed is in compliance with the provisions of this Ordinance and other applicable codes and ordinances of the Township.

B. Application

An application for a zoning permit shall include:

1. A plot plan showing:
 - a. The actual shape, location and dimensions of the lot.
 - b. The shape, size, and location of all buildings or other structures to be erected, altered, or moved, and of any buildings or other structures already on the lot.
 - c. The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the building is intended to accommodate.
2. The signature of the deed holder/owner of the premises concerned.
3. Verification of compliance with the Township Grading Ordinance
4. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this Ordinance are being observed, including, but not limited to, a survey of all or a portion of the lot(s).

ARTICLE III. This ordinance and its various articles, paragraphs and clauses thereof are hereby declared to be severable. If any article, paragraph or clause is adjudged unconstitutional or invalid, the remainder of this amendatory ordinance shall not be affected thereby.

ARTICLE IV. All ordinances and provisions of ordinances of the Charter Township of Fenton in conflict herewith are hereby repealed.

ARTICLE V. This amendatory ordinance shall be published as required by law and shall take effect 7 days after adoption and publication.

Enacted at a regular meeting of the Fenton Township Board held on the 1st day of November 2010.

Bonnie K. Mathis, Supervisor

Robert E. Krug, Clerk

CHARTER TOWNSHIP OF FENTON
Ordinance No. 730
Adopted: November 1, 2010

An ordinance to amend Sections 2 and 4 of Grading Ordinance No. 662 to revise language relating to grading and filling.

ARTICLE I. Section 2 (Requirements) of Ordinance No. 662 is hereby amended to provide as follows:

SECTION 2. Requirements

A grading review by the Township engineering firm is required prior to the issuance of a permit for any construction, grading or other earth moving activity listed below.

- A. Any new construction or modifications of an existing structure, in any zoning district, having an area six hundred (600) square feet or more.
- B. Private road construction.
- C. Grading or filling, i.e., alteration of existing topography that involves the use of 20 yards or more of fill material, or for any grading or filling adjacent to a lake.
- D. Construction of berms.

If a detailed grading plan is determined necessary by the Township engineering firm, such a plan meeting the requirements of Section 4 shall be submitted by the applicant and approved by the Township Engineer before a permit is issued.

An application for a grading review shall include a fee as established by the Township Board from time to time by resolution.

ARTICLE II. Section 4 (Specifications of Grading Plans) of Ordinance No. 662 is hereby amended to provide as follows:

SECTION 4. Specifications of Grading Plans.

The Township engineering firm will require a grading plan when the improvements proposed by the applicant are likely in the opinion of the Township engineering firm to negatively impact the surrounding property or the Township/County drainage system. A grading plan shall be prepared by a licensed civil engineer or surveyor, signed and sealed, and shall comply with the following minimum requirements:

- A. A scale of not less than one (1) inch equals fifty (50) feet (1" = 50'). Scales of one (1) inch equals twenty (20) feet (1" = 20') are preferred.
- B. Date, north arrow and scale.
- C. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
- D. The location of all existing and proposed structures on the subject property and all existing structures on either side of the subject property.
- E. The location of all existing and proposed drives, parking areas and easements on the property.

- F. The location and widths of right-of-way of all abutting streets.
- G. The proposed location and dimensions of any pedestrian sidewalks.
- H. Existing ground elevations on the site will be shown with (two) 2 foot contours.
- I. The name, address and telephone number of the engineer/surveyor responsible for preparing the grading plan.
- J. Bench mark description and location used, based on United States Geological Survey datum (USGS).
- K. All required setbacks shall be shown and properly labeled.
- L. All wetlands, floodplains and floodplain elevation.
- M. The proposed method of drainage.
- N. General direction of the rear yard drainage and swales indicated with arrows.
- O. Additional grades shown under special conditions as required by the Township engineer.
- P. Such other information concerning the lot or adjoining lots as may be required by the Township engineer.
- Q. The location of all utility leads (water, sanitary, sump pump, gas, electric, etc.).

ARTICLE III. This ordinance and its various articles, paragraphs and clauses thereof are hereby declared to be severable. If any article, paragraph or clause is adjudged unconstitutional or invalid, the remainder of this amendatory ordinance shall not be affected thereby.

ARTICLE IV. All ordinances and provisions of ordinances of the Charter Township of Fenton in conflict herewith are hereby repealed.

ARTICLE V. This amendatory ordinance shall be published as required by law and shall take effect immediately after adoption and publication.

Enacted at a regular meeting of the Fenton Township Board held on the 1st day of November 2010.

Bonnie K. Mathis, Supervisor

Robert E. Krug, Clerk

CHARTER TOWNSHIP OF FENTON
Ordinance No. 749
Adopted: July 16, 2012

An ordinance to amend Section 7 of Grading Ordinance No. 662 to revise language relating to fees.

ARTICLE I. Section 7 (Fees) of Ordinance No. 662 is hereby amended to provide as follows:

SECTION 7. Fees.

A nonrefundable initial grading plan review fee shall be submitted with three (3) sets of grading plans when applying for a zoning permit. If the initial review indicates that a detailed grading plan review is required, a nonrefundable detailed grading plan review fee shall also be required. Additional fees shall also be charged for review of revised plans. The amount of the fees shall be established from time to time by resolution of the Township Board. One (1) final grade inspection shall be made at no additional charge to the applicant. However, if more than one (1) plan review of final grade inspection is required, due to insufficient information or due to inappropriate grading, an additional fee will be charged.

ARTICLE II. This ordinance and its various articles, paragraphs and clauses thereof are hereby declared to be severable. If any article, paragraph or clause is adjudged unconstitutional or invalid, the remainder of this amendatory ordinance shall not be affected thereby.

ARTICLE III. All ordinances and provisions of ordinances of the Charter Township of Fenton in conflict herewith are hereby repealed.

ARTICLE IV. This amendatory ordinance shall be published as required by law and shall take effect immediately after adoption and publication.

Enacted at a regular meeting of the Fenton Township Board held on the 16th day of July 2012.

Bonnie K. Mathis, Supervisor

Robert E. Krug, Clerk