



## Prospective Builder INFORMATION LETTER

If you are planning to build a new residence, an addition, or a detached accessory building, **please** read the following instructions and complete the attached zoning permit application. ***This must be approved before a building permit can be issued.***

**First**, if you just purchased property, be sure that the parcel has been properly split. The seller may have presented you with a survey and legal description, however, that does not necessarily mean the split has been properly and completely processed. ***Zoning permits will not be issued until this process is completed.*** You may verify that your property has completed the split process and obtain your permanent parcel number by contacting the Township Offices. Only one dwelling is allowed per parcel and the minimum lot size is determined by zoned area.

**Second**, even if there is an existing driveway, you must obtain a driveway permit from the **Kent County Road Commission (616) 242-6920**. The Road Commission will also assign the correct property address for your parcel and register it with the Kent County 911 Emergency Service. There may be a driveway on the property, and the seller may give you an address, but you must obtain the proper permit and be sure that you are using the correct address. ***A remodel or addition to an existing structure may not require a new driveway permit.***

**Third**, you must prepare a site plan to submit with your zoning permit application. A site plan does not have to be an engineered plan but must be an accurate drawing depicting the building(s) with dimensions, and show the location and give the distance from the building to all lot lines, and between the eaves of the proposed new building(s) and the eaves of any existing buildings. Please also include a directional sign on the site plan. Plans for residential accessory building(s) may be hand drawn and engineering may be required depending on the complexity of the project.

**Fourth**, submit the completed application and the \$40.00 fee with all the necessary permits and attachments to the Zoning Administrator. **My office hours are Tuesdays, 10:30 AM – 5:00 PM and by appointment only. It is best to call the main office for an appointment.**

When your zoning permit is approved, you will be eligible to obtain a **Building Permit Application** from the Solon Township website at [www.solontwp.org](http://www.solontwp.org), or from the Township office. The office is open Monday through Wednesday from 9 AM until 5 PM.

Sincerely,

Jerry Gross  
Zoning Administrator