



Village of Dimondale • 136 N. Bridge St. • P.O. Box 26 • Dimondale, MI 48821 • 517.646.0230

Construction Project FAQs and Project Checklist

Q1. Do I need a zoning transmittal?

- A. YES for; new construction, an addition to a house or structure, or modifying an existing structure. Roofs, windows, doors, siding etc. does not require a zoning transmittal. Interior work may require a transmittal, call the Village to discuss your project.

Q2. If I do need a zoning transmittal, what does that entail?

- A. A zoning transmittal application is available online, or in the office if you want a printed copy. Page three of the application is a lined sheet to help you draw a site plan by hand. The site plan must be drawn to scale and show measurements to all the lot lines and existing buildings/structures. It may be required to have other information on it depending on your project.

Q3. I have a zoning transmittal, what about trade permits/inspections?

- A. Some permits will require a copy of your zoning transmittal before you can do any work. Trade permits (Electrical, Mechanical, Plumbing, etc) are all applied for at the Eaton County Department of Construction Codes. Contact them at 517-543-3004 with any questions.

Q4. I'm a contractor not located near the Village, can I email the application and plans?

- A. Usually yes. Depending on the size and scope of the project we can usually process an emailed set of plans without a problem. Simple developments like an addition, new accessory building, or a deck can be done via email. For larger developments, a hard set of copies may be required.

Q5. The Grand River runs through the Village, will I need a soil erosion permit?

- A. If your project is within 500 feet of a lake, stream or wetland, or within 200 feet of a County drain, you will need to contact the Eaton County Drain Office at 517-543-3809. If your project disturbs less than 225 square feet and/or will be stabilized within 24 hours, you may not need a permit.

Q6. What about utilities?

- A. Always call Miss Dig to mark the utilities! Submit a ticket by calling 811 or by visiting <https://www.missdig811.org>

Q7. I need to connect to the sanitary sewer, how do I do that?

- A. Only registered sewer contractors are permitted to perform work on the Village sanitary sewer system. Contractors must provide the Village their insurance information and a \$10,000 bond. A zoning transmittal is required for all connections. An industrial connection will require an Industrial User Permit to be submitted to the WWTP Superintendent 90 days before occupancy.

Q8. Anything else I should know?

- A. Other potential permits your project may require:
- a. Stormwater Calculation Worksheet (if you add over 200 sq./ft of impermeable surface)
 - b. Windsor Township Emergency Services review of interior floor plan

Project Checklist:

- Zoning Transmittal/approval
 - o Application
 - o Site Plan
 - o Parking plan (if applicable)
 - o Sign plan (if applicable)
 - o Driveway Permit (if applicable)
 - o If special use, has my special use permit been approved yet?
 - o If variance required, has variance been issued?
- Stormwater Calculation Worksheet & plan (if applicable)
- Trade permits issued by Eaton County
- Soil Erosion Permit (if applicable)
- Tap warrant & tap fee (if applicable)
 - o Industrial Users must submit Industrial User Permit Application and all required documents/fees.
- Emergency Services Fire Plan (if applicable)
- Miss Dig called