

**Village of New Haven  
RESIDENTIAL SITE/PLOT PLAN  
REQUIREMENTS CHECKLIST**

**ADDRESS:** \_\_\_\_\_ **TCEC REVIEWER:** \_\_\_\_\_

**DEVELOPMENT:** \_\_\_\_\_ **LOT/UNIT/BLDG. NO.:** \_\_\_\_\_

**ENGINEER/SURVEYOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

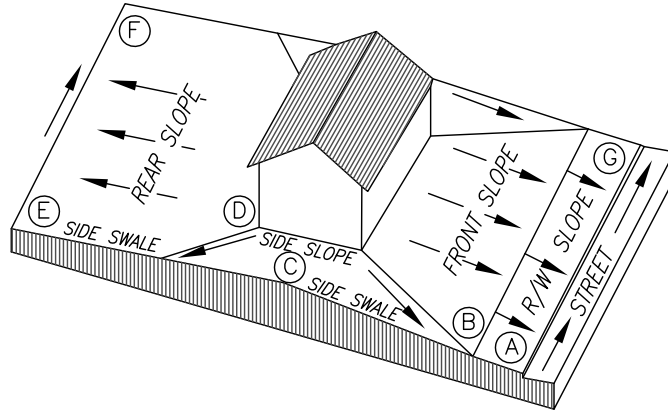
<b>General</b>		<u>Yes</u>	<u>No</u>
1	Plans signed & sealed by registered Michigan Land Surveyor/Engineer (Original)		
2	North Arrow		
3	Scale (1" – 10' to 1" – 40' )		
4	Legal description & parcel ID shown		
5	Site benchmark provided (Indicate datum)		
6	Topographic survey information shown (existing elevations around the lot perimeter, adjacent top of curb and brick ledge/finish grade elevations, catch basin, valve well and manhole rim elevations and on site easements dimensions and locations)		
7	Road name and width of existing & proposed Right-of-Way		
8	Arrows indicating drainage pattern (all runoff contained onsite)		
9	Provide & label drainage swales min along the side property lines		
10	Lot boundary dimensions shown		
11	Village standard notes shown		
12	All existing and proposed utilities (includes water service, sanitary and sump lead)		
13	Location and elevation of 100-year Floodplain boundaries (existing or proposed)		
14	Building setbacks from all property lines according to the Village Ordinance		
15	First floor elevation 5 FT max above lowest adjacent centerline of road		
16	First floor elevation 6 IN max above approved finished grade of septic field *		
17	Provide building outline or building envelop finished grades on all future site plans and preliminary grade certificates *		
18	Provide 0.5 FT drop between corner lot grade and top of curb grade *		
19	Provide top of curb grades opposite each front lot corner *		
20	Brick ledge elevations and lot grades match approved master grade plan *		
21	Show handi-cap ramps on sidewalks *		
22	All proposed grading shall meet the following: a. Brick ledge elevation with 0.5 FT of all adjacent brick ledge elevations * b. Fall from brick ledge to side yard swale high point 0.5 FT min and 1 FT max * c. Fall from brick ledge 2% (0.5 FT) min in the first 25 FT and 1% thereafter d. Rear and side yard swale slopes shall be 0.5% min and 5% max e. Driveway slope shall not exceed maximum 7% f. Match existing grades at all property lines	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
23	Cross section details of all proposed pavements (driveway, sidewalk...etc)		
24	Show existing wetlands onsite (provide a statement if none)		
25	Provide hard copies and digital files of the plans (PDF format)		

\* Required for subdivision lots only or if applicable

## **VILLAGE OF NEW HAVEN RESIDENTIAL STANDARD NOTES**

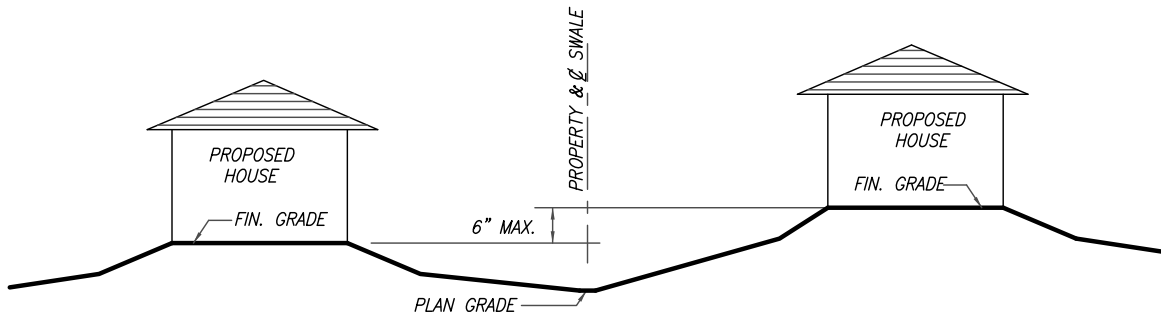
1. All construction must conform to the current standards and specifications adopted by the Village.
2. Call MISS DIG (1-800-482-7171) a minimum of 72-hours prior to the start of construction.
3. All soil erosion and silt must be controlled and contained onsite.
4. All excavation under or within 3-feet of public pavement, existing or proposed, shall be backfilled and compacted with sand (Class II MDOT – minimum).
5. The Contractor is responsible for all damage to existing utilities.
6. The Contractor is responsible for securing permits from all jurisdictional agencies.
7. Approval by Macomb County Department of Roads is required for all proposed work within the County ROW (including driveways).
8. Approval by Macomb County Soil Erosion Office is required for the proposed activities.
9. Approval by Macomb County Drain Office is required for any runoff discharge to a water course.
10. Approval by Macomb County Health Department is required for all proposed well and septic systems.
11. The Village shall be held harmless for liabilities or damages of any storm, drainage, and flooding issues as a result of the proposed activities.
12. The Village shall be contacted regarding all proposed watermain, storm, and sanitary sewer connections and related fees. All taps shall be performed by a pre-qualified contractor approved by the Village. Coordinate with the Village DPW.
13. Energy dissipaters (such as Riprap) recommended for all storm outlets (including sump leads) to minimize any point discharges and future erosion issues.
14. The Contractor is responsible for providing positive drainage to storm water outlets onsite to eliminate standing water in vacant areas during construction.
15. Open-Cut street crossings are not allowed without prior approval by the Village. All damaged pavement shall be restored to original or better condition.
16. Preliminary and Final Grade Certificates are required for final occupancy.

# NEW HAVEN VILLAGE GRADE STANDARDS

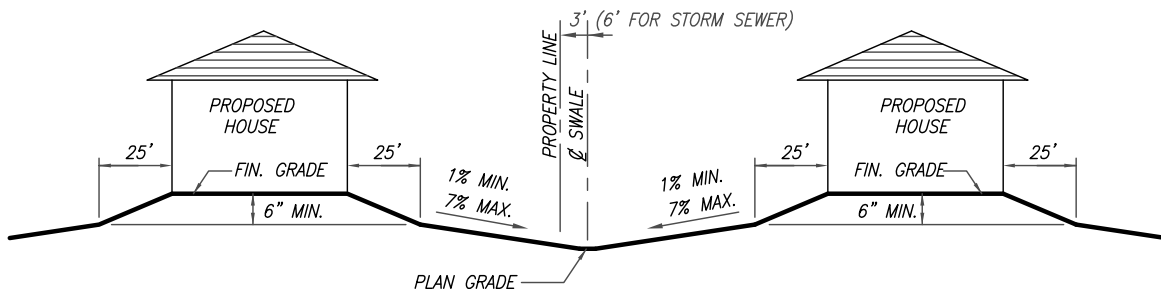


- A-B** R/W SLOPE 0.03' / FT SLOPE MIN.
- E-C-B** SIDE SWALE 1% SLOPE MIN.
- C-D** SIDE SLOPE 0.5' RISE TO H.G. MIN. - 1' RISE TO H.G. MAX.
- E-D-B** REAR/FRONT SLOPE 1% SLOPE MIN. - 7% SLOPE MAX
- E-F** REAR SWALE 0.5% SLOPE MIN.
- A-G** ROAD SLOPE 0.5% SLOPE MIN.

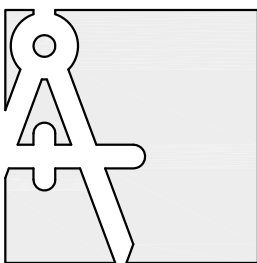
## TYPICAL GRADING TEMPLATE (NOT TO SCALE)



## ADJACENT YARD GRADING TEMPLATE (NOT TO SCALE)



## TYPICAL YARD GRADING TEMPLATE (NOT TO SCALE)



**TRI-COUNTY**  
Engineering Consultants

**48701 Hayes Road**  
**Shelby Twp, MI 48315**  
**TEL: (810) 394-7887**  
**Info@Tri-CountyEng.com**  
**www.Tri-CountyEng.com**

Drawn By: SS	Scale: None
Checked By: SS	Rev 1: 07-15-2021
Approved By: SS	Rev 2:
Job No: NH21000	Rev 3:
Job Name: Grade Standards	
Job Location: New Haven, Michigan	

# PRELIMINARY CERTIFICATE OF GRADE & LOCATION OF HOUSE

(Required for subdivision lots and parcels 1 Acre or smaller)

After the Village Building Department had given approval of the basement walls to be backfilled, and before the rough carpentry begins, the Applicant shall submit as-built drawings with the following certification shown:

***I CERTIFY THAT WE FIELD CHECKED THE SUBJECT SITE AND FIND THAT THE MINIMUM DISTANCE FROM LOT LINES AND FINISHED GRADES OF BUILDING AND LOT ARE AS SHOWN TRUE AND IN ACCORDANCE WITH THE APPROVED SITE / PLOT PLAN / MASTER GRADING PLANS, AND SPECIFICATIONS AS APPLICABLE.***

BY: \_\_\_\_\_  
PROFESSIONAL SURVEYOR / PROFESSIONAL ENGINEER

REGISTRATION NO.: \_\_\_\_\_

---

# FINAL CERTIFICATE OF GRADE & LOCATION OF HOUSE

(Required for all lots and parcels)

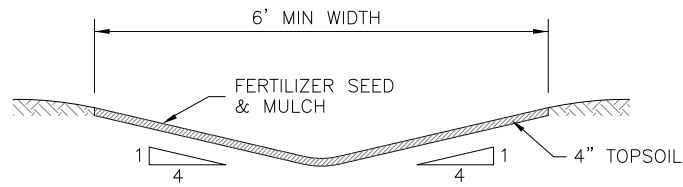
Prior to Final Occupancy, the Applicant shall submit as-built drawings with the following certification shown:

***I CERTIFY THAT WE FIELD CHECKED THE SUBJECT SITE AND FIND THAT THE MINIMUM DISTANCE FROM LOT LINES AND FINISHED GRADES OF BUILDING AND LOT ARE AS SHOWN TRUE AND IN ACCORDANCE WITH THE APPROVED SITE / PLOT PLAN / MASTER GRADING PLANS, AND SPECIFICATIONS AS APPLICABLE.***

BY: \_\_\_\_\_  
PROFESSIONAL SURVEYOR / PROFESSIONAL ENGINEER

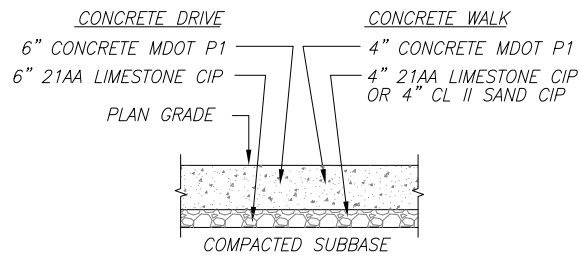
REGISTRATION NO.: \_\_\_\_\_

# SAMPLE DETAILS



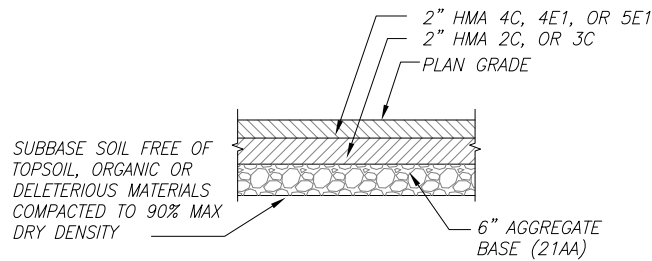
## SWALE DETAIL

NOT TO SCALE



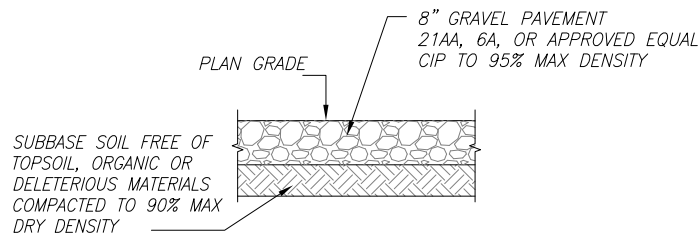
## CONCRETE PAVEMENT DETAIL

NOT TO SCALE



## BITUMINOUS PAVEMENT DETAIL

NOT TO SCALE



## GRAVEL PAVEMENT DETAIL

NOT TO SCALE

ZONING

515 Attachment 1

Village of New Haven

Table 1  
Schedule of District Regulations  
Height, Bulk, Density, Area, Setback and Lot Coverage by District

Use District	Minimum Lot Area (G)(H) (maximum density)	Minimum Lot Width (feet) (I)	Maximum Height of Structures (A)		Minimum Yard Setback Per Lot (feet) (A)(G)			Minimum Floor Area (square feet)	Maximum Percentage of Lot Area Covered By Buildings	
			Stories	Feet	Front	Sides (B) Least One	Total of 2			Rear
FP	SPR	SPR	2 1/2	35	SPR	SPR	SPR	SPR	SPR	
SF	12,000 square feet	100	2 1/2	35	35	15	30	35	1,200(Q)	25%
SF-1	8,700 square feet	70	2 1/2	35	25(K)	6	12	35	900(Q)	35%
SF-2	7,200 square feet(J)	60	2 1/2	35	25(K)	6	12	35	768(Q)	35%
MF	9,600 square feet(L)(M)(P) (12 dwelling unit/acre maximum)	100(P)	2 1/2	35	35	20	40	45	(D)	35%
MH	10 acres	300	(C)	(C)	25	6	12	35	600	(C)
RO	9,600 square feet	100	2 1/2	35	35	20	40	45	768(Q)	35%
GBD	1,600 square feet	20	3	40	0(N)	0	0	0	1,000	NA
GB	20,000 square feet	125	2	35	35	15(N)(R)	30(N)	15	1,000	35%
IO	1 acre(S)	175(S)	—	45	50(S)	30(S)	50(S)	50(S)	2,000	35%
LI	1 acre(S)	175(S)	—	45	70(S)	50(R)(S)	80(S)	50(S)	2,000	35%
HI	3 acres	350	—	55	100	50(R)	100	75	2,000	35%

N/A – Not Applicable.  
 SPR – Determined based upon Site Plan Review after conformance with parking, setback, landscaping and stormwater management requirements.  
 ( ) – See related footnote on the Footnotes to Table 1, Schedule of District Regulations.

NEW HAVEN CODE

Footnotes to Table 1, Schedule of District Regulations.

- (A) See § 515-78 for height, bulk, density, area and setback requirements for accessory structures and uses.
- (B) In all districts, side yards which abut a street or road shall be considered an exterior side yard for purposes of this chapter. All exterior side yards shall meet the minimum front yard setback requirements for permitted structures in the district. [Amended 6-12-2001 by Ord. No. 272]
- (C) Mobile home parks shall be developed with sites averaging 5,500 square feet per unit. This may be reduced by 20% per unit, but to not less than 4,400 square feet. For each square foot of land gained through the reduction of a site below 5,500 square feet, at least an equal amount of land shall be dedicated as open space. In no case shall the open space and distance requirements be less than required by R-124; 1949, Rule 946 and R-124; 1944, Rules 941 and 944 of the Michigan Administrative Code. In addition, all mobile home parks shall be developed in accordance with P.A. 96 of 1987, the Mobile Home Commission Act, as amended, and the Michigan Mobile Home Commission rules, as promulgated.
- (D) The minimum floor area per dwelling unit for multiple-family dwellings shall be as follows:

Type of Unit	Minimum Floor Area Per Dwelling Unit (square feet)
Efficiency unit	450
One-bedroom unit	550
Two-bedroom unit	750
Each additional room	150 per room

- (E) Where there are two or more permitted principal buildings on the same parcel, the required minimum distance between the buildings shall be 20 feet.
- (F) The required front yard setback shall be measured from the right-of-way line for public roads and from the edge of the easement for private access easements.
- (G) Calculations for determining the minimum lot area shall not include any right-of-way or easement area for a public road, private road or access easement.
- (H) Calculations for determining maximum density and the number of lots permitted shall be based upon net buildable land area (areas such as regulated wetlands, floodplains and open water bodies shall not be included in calculations for determining maximum density and number of lots permitted). Where a PUD is proposed, designed and approved in conformance with Article XVI, Planned Unit Development District Overlay, the Planning Commission may approve up to 50%

of regulated wetland, floodplain and open water bodies in calculations for determining maximum density and number of lots permitted.

- (I) Lot width to depth ratio shall not exceed 1:4.
- (J) (Reserved)
- (K) Where a front yard of greater or less depth than specified exists in the front of a dwelling or dwellings in existence at the time of the passage of this chapter on one side of a street in any block, the depth of the front yard of any building subsequently erected or modified on that side of the street shall not be less and need not be greater than the average depth of the front yards of such existing dwellings, but this shall not be deemed to require a front yard of greater depth than 50 feet or permit a depth less than 15 feet in any case.
- (L) Minimum lot area for the MF District shall be 9,600 square feet plus 2,000 square feet for each dwelling unit with one bedroom plus 500 square feet for each additional bedroom.
- (M) The minimum front setback shall be increased at intersections where necessary to obtain clear vision areas for vehicular traffic. The maximum front setback shall be 10 feet.
- (N) Side yard setbacks may be reduced to five feet along the interior side lot lines where commercial uses will abut for at least 70% of the subject side lot line.
- (O) (Reserved)
- (P) Lot area may be reduced to 7,200 square feet and lot width may be reduced to 60 feet for a two-family unit on a single lot.
- (Q) Minimum floor area applies to individual dwelling units.
- (R) The setback for vehicle service station canopies may be reduced to 25 feet, provided the following conditions are met:
  - (1) The canopy is constructed of the same building materials as the principal building.
  - (2) The canopy is not internally illuminated and no exterior lighting is directed onto the canopy.
  - (3) The maximum sign area permitted on a canopy is two square feet per side. No logos, stripes or other display material shall be permitted in excess of two square feet per side.
- (S) For lots within industrial plats or condominiums in the IO or LI Districts, the minimum lot area may be reduced to 20,000 square feet and the minimum lot width may be reduced to 125 feet. For interior lot lines only, the minimum front and rear yard setbacks may be reduced to 40 feet.



## **ALL VILLAGE OF NEW HAVEN BUILDING APPLICATIONS WILL BE REQUIRED TO HAVE THE FOLLOWING INFORMATION:**

Must be accompanied by two complete sets of plans drawn to scale, with the following included in the plans:

- Site Plan
- Foundation Plan
- Floor Plan
- Wall Section
- Elevation Section For Height
- New Construction Requires A Legal Survey
- The Survey Must Have Elevations If Located In A Floodplain
- Construction In A Floodplain Requires Additional Permits
- Construction Near Any Water Requires A Soil Erosion Permit From Macomb County

A site plan showing the actual dimensions and the shape of the lot to be built upon.

- A site plan must be to scale, not greater than one (1) inch equals twenty (20) feet or less than one (1) inch equals one hundred (100) feet.
- Lot lines and location (including the dimensions, angles, and size) must identify the lot, correlated with the legal description of the property.
- The exact sizes and locations of any structures already existing on the lot, and the dimensions from the property line to the existing structures.

The location and application shall include such other information as lawfully may be required by the building inspector, including data on existing or proposed uses of the structure and lot.

- The location of existing or proposed wells, septic systems or drains.
- The number of families, housekeeping units or rental units the structure is designed to accommodate.

Elevation Certificates are required and must be completed by a licensed engineer and submitted to the building department before all final inspections are completed.

One copy of the plans will be returned to the applicant by the building official after he has marked such copy either approved or disapproved, and attested to the same by his signature on such copy. The building department will retain one copy of the building plans similarly marked.

Contractors must supply current copy of license from the State of Michigan, and a copy of drivers license.

**A \$35.00 PLAN REVIEW FEE MUST BE PAID WHEN SUBMITTING BUILDING APPLICATION AND PLANS**





## VILLAGE OF NEW HAVEN BUILDING DEPARTMENT REQUIREMENTS FOR OBTAINING BUILDING PERMITS

### RESIDENTIAL STRUCTURES:

#### (One And Two Family Residential With Less Than 3,500 Square Feet)

- Building Permit/Plan Review Application
- Minimum of two (2) sets of plans drawn to scale, with all required dimensions that include the following:
  - Foundation And Floor Plans
  - Roof And Wall Section
  - Building Elevations
  - Site Plan And Elevation Survey (A survey is required for all vacant parcels)
- Also:
  - Septic Permit (if necessary) from Macomb County (586) 469-5235
  - DEQ Permit For Building In Flood Plain A (if necessary) (586) 753-3700
  - Soil Erosion Permit from Macomb County (586) 469-5327 (If digging within 500' of any water or disturbing more than one acre of land)
  - Elevation Certificate (for anyone located in a Flood Plain)
- All of the above must be submitted with Building Permit Application and Plans
- A \$35.00 Plan Review Fee must be paid when submitting Building Application and Plans
- See the following page for all required inspections

### COMMERCIAL STRUCTURES:

#### (Including One And Two Family Residential With More Than 3,500 Square Feet)

- Building Permit/Plan Review Application
- Two (2) sets of plans and specifications with **original signature and seal** of an architect or engineer registered in the State of Michigan

### MOBILE AND PREMANUFACTURED HOMES:

- Building Permit/Plan Review Application
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation
- Site Plan and Survey
- For Michigan approved premanufactured units; (2) copies of the Building System Approval as approved by the State of Michigan Construction Code Commission as meeting the State Construction Code (Public Act 230 of 1972 and Public Act 371 of 1980)
- For mobile home units, two (2) copies of the approvals by the United States Department of Housing and Urban Development Mobile Home Construction and Safety Standards (24 CFR 3280)
- Show Egress Stairway – Pre Fab or Site Built
- Manufacturers Installation Instructions
- A \$35.00 Plan Review Fee must be paid when submitting Building Application and Plans

## **INSTRUCTIONS FOR COMPLETING APPLICATION:**

**Page 1 of the application:** Complete all applicable sections. Note section II (c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

**Page 2 of the application:** Enter the information as required.

**Page 3 of the application:** Only complete section VI. Must be completed by the permit applicant and **signed**.

### **BUILDING PERMIT FEES:**

Building permit fees may be obtained from the Village of New Haven Building Department by calling (586) 749-5301 Ext. 214.

### **WHEN TO CALL FOR AN INSPECTION:**

Please fax an inspection request at least 24 hours prior to the time you need an inspection. The fax number is (586) 749-3408. A minimum of six (6) building inspections are required on most structures. It is the permit holders' responsibility to call for inspections.

**The following is a sample of the minimum inspections required for a building permit. Plumbing, Electrical, and Mechanical permits/ inspections will also be required.**

## **RESIDENTIAL NEW SINGLE FAMILY HOME**

**Footings** – Performed when excavation is complete and all forms, rails, reinforcing rod are in place. There should be no standing water or cave-ins present.

**Backfill** – Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

**Masonry/Flashing** – Before the installation of masonry veneer, and after the installation of base course flashing.

**Stone or Sand** – Before concrete floor is poured in basement and attached garage. May be performed once all underground utilities, if applicable, have been approved. Approved sub-base is required.

**Rough** - Will only be performed once the electrical, mechanical, and plumbing rough inspections have been approved. The roof and all framing should be complete, the exterior structure weather tight, and this should be done before the insulation is installed.

**Insulation** – Performed when all insulation is in place. If blown-in, must have certificate of R-value signed by contractor.

**Final** – Will only be performed once electrical, mechanical, and plumbing final inspections have been approved. All interior items must be complete in order to obtain a Temporary Certificate of Occupancy. Final Certificated of Occupancy will only be issued when all interior and exterior items are complete and approved, including the grade. No portion of area under construction to be occupied before final inspection.

## **DETACHED GARAGE**

**Garage Trench** – Performed when excavation is complete and all forms, rails, reinforcing rod are in place. There should be no standing water or cave-ins present.

**Final** – To be made upon completion of the structure.

## **DECK**

**Post Holes** – Performed after post holes are dug, and before posts are set in place.

**Final** – To be made upon completion of the deck.

## **SHEDS**

**Footings** – Performed when excavation is complete and all forms, rails, reinforcing rod are in place. There should be no standing water or cave-ins present.

**Or**

**Post Holes** – Performed after post holes are dug, and before posts are set in place.

**Final** – To be made upon completion of the shed.

- **The building inspector will return one copy of the plans to the applicant after he has marked such copy either approved or disapproved, and attested to the same by the signature on such copy.**
- **The building department will retain one copy of the plans similarly marked.**
- **Project must be started within the first six (6) month of building permit issue date.**
- **Inspections are required at least every 180 days (6 months).**

**POSTED ADDRESS, POSTED BUILDING PERMIT, AND ALL APPROVED BUILDING PLANS  
MUST BE KEPT ON CONSTRUCTION SITE FOR INSPECTIONS**