



APPLICATION FOR ZONING COMPLIANCE PERMIT

Minor Home Occupation - Sec. 78-555

Village of Middleville, PO BOX 69, 100 E. Main St., Middleville, MI 49333

Contact: Brian Urquhart, Zoning Administrator

Phone: 269-795-3385

Fax: 269-795-8889

Email: urquhartb@villageofmiddleville.org

PERMIT: # _____ - _____

FEE: _____

DATE: _____

PCI

Assessor

INSTRUCTIONS

- Please print legibly and provide all information requested. Incomplete or illegible applications may be returned.
- Include a site plan drawing of your proposed construction along with applicable permit fees and sewer or water connection fees.
- All fees must be paid before a permit can be issued.
- Submission of a formal plan may be required depending on the nature of your project.
- Please consult the Village Code of Ordinances at our website www.villageofmiddleville.org for details on these and other regulations governing your proposed project. Note that proper review of Zoning Permit Application takes time. Accordingly, please allow up to five business days for your application to be reviewed by Village staff.

PROPERTY OWNER INFORMATION

Owner: _____ Phone: _____ Cell: _____

Address: _____

E-Mail Address: _____

APPLICANT INFORMATION

Owner: _____ Phone: _____ Cell: _____

Address: _____

E-Mail Address: _____

PROPERTY AND BUILDING SITE INFORMATION

Parcel Tax ID # **08-41-** _____ - _____ - _____ Wetlands Present? ___ yes ___ no

Building Site Address: _____ Overlay District: _____

Current Zoning District: _____ Lot Area: _____

Description of proposed Minor Home Occupation: _____

APPLICATION FOR ZONING COMPLIANCE PERMIT MUST INCLUDE: *Applicant assumes responsibility for all measurements in regards to setbacks. The Village inspection is based solely on information supplied by applicant.*

- Scaled drawing or survey of property and proposed improvement showing the following:
 - Dimensions of property
 - All roads adjacent to property indicating private or public
 - Existing easements
 - Lakes and streams
 - All structures
 - Distance from buildings to property line
 - Dimensions of proposed building

PROOF OF OWNERSHIP

___ Deed ___ Assessment/Tax Records ___ Other (_____)

Sec. 78-355 of the Village of Middleville Zoning Ordinance requires compliance with the following standards for a minor home occupation:

- (a) A minor home occupation meeting criteria set forth below may receive a zoning compliance permit from the zoning administrator for the conduct of the minor home occupation without holding a public hearing. All other home occupations shall file for special land use approval as prescribed in this section.
- (b) The following land uses shall not be considered home occupations:
 - (1) Warehousing and rental of storage space for gain.
 - (2) Adult businesses.
 - (3) Motor vehicle repair.
 - (4) Bed and breakfasts.
 - (5) Junk yards.
- (c) Minor home occupations shall comply with the following standards:
 - (1) The use shall be conducted entirely within the dwelling or accessory building.
 - (2) The use shall be operated only by persons residing in the dwelling.
 - (3) The exterior appearance of the dwelling shall not be modified to accommodate the minor home occupation.
 - (4) The minor home occupation shall not occupy more than 400 square feet of floor area or 30 percent of the floor area of the dwelling, excluding area of basement, whichever is less.
 - (5) There shall be no selling of goods, merchandise, supplies or products, provided that orders made by telephone or at sales events off the premises may be filed on premise so long as customers do not arrive on premise to acquire orders.
 - (6) Outdoor storage or display is prohibited.
 - (7) There shall be no regular deliveries from commercial suppliers to the premises.
 - (8) There shall be no activity on premise resulting in noise, vibration, smoke, dust, odors, heat or glare that creates a nuisance to adjoining properties.
 - (9) As a result of operating the minor home occupation, motor vehicle traffic shall not exceed that considered normal for a dwelling.
 - (10) No combustible, toxic or hazardous substances used in connection with the minor home occupation shall be kept on premise.
 - (11) Each minor home occupation shall be subject to an annual compliance inspection.
 - (12) The zoning administrator shall have discretion to refer any application for a home occupation to the planning commission for approval.

ATTEST

By signing below, I represent in good faith that I am the legal owner of the subject property described in this application and that the information provided in this application and accompanying supporting materials is true and accurate to the best of my knowledge. I understand that failure to comply with the representations, terms and conditions of the permit shall be cause for this permit to be revoked by the Village of Middleville. I also give permission for the Zoning Administrator to access the subject property exterior grounds to conduct reasonable zoning compliance inspections during regular Village business hours.

Signature of Applicant

Date

Signature of Property Owner

Date

Please return completed forms to: Attn: Zoning Administrator
 Village of Middleville
 PO Box 69
 100 E. Main St.
 Middleville, MI 49333

Please contact the Zoning Administrator at (269) 795-3385 at Village Hall if you have any questions about the zoning permit process, need help filling out this application, or if you are in need of further assistance.

*****For Use by Zoning Administrator*****

Permit Number: _____

Date Filed: _____

Application Fee Amt Paid: _____

Memo: _____

Total Fees Paid: _____

Memo: _____

Escrow Agreement

Escrow Funds Received: Date: _____ Amt: _____ Initials: _____ Check #: _____

Zoning Permit Approved or Denied: _____

Conditions of Approval, Reasons for Denial, or other comments from Zoning Administrator:

Zoning Administrator

Date