

Home Based Business Permit Application

Per Section 4.28 of the Polkton Charter Township Zoning Ordinance
View ordinance on-line at: www.polktontownship.com

A home-based business permit is required for the following home-based businesses:

Primarily but not limited to:
Antique Shops/Automobile Repair
Bed and Breakfast Establishments
Blacksmithing/Machine Shop
Cabinet Making and Carpentry Work
Michigan Medical Marijuana
Small Engine Repair/Sandblasting/Welding
Non-listed, but similar, Home Based Businesses, as determined by the Planning Commission

In addition, a permit is required for any Home-Based Business operated out of a detached accessory building.

INSTRUCTIONS TO APPLICANT:

1. Complete the application and site diagram (pages 2 and 3).
2. Attach proof of ownership (i.e. copy of tax bill)
3. **Enclose** the non-refundable application fee of \$100.00* which includes cost of initial inspection and permit.
*Additional fees may be required if additional permits are found to be needed.

Make checks payable to: Imperial Municipal Services

4. Send or deliver (suggested by delivery confirmation) the completed application and payment to:

Imperial Municipal Services
263 Northland Drive NE
Rockford, MI 49341

- The Zoning Administrator will review the application and site diagram and may contact you regarding permits and requirements or to request further information.
- Upon verification that the proposed business complies with Section 4.28 and Michigan Building Codes, your permit will be issued.
- A home-based business permit shall remain in effect for a period of three years as long as the terms of the permit and Section 4.28 of the township zoning ordinance are complied with.
- Applications for renewal shall be submitted at least 30 days prior to expiration of the existing permit.

For assistance or additional information, contact the Zoning Administrator at the following number:

I.M.S. Phone: 616-863-9294 / 1-800-442-2794

Zoning inspections will be performed on Monday, Wednesday, or Fridays usually between 11am and 12:30 pm. The inspector will need access to the area where the business will be located in order to perform the inspection.

HOME BASED BUSINESS APPLICATION

Polkton Charter Township

Ottawa County, MI

APPLICANT: _____

ADDRESS: _____

TELEPHONE #: Daytime _____ Evening _____

PERMANENT PARCEL NUMBER: _____

ZONING DISTRICT: _____

PROPOSED HOME-BASED BUSINESS:

WILL THIS BUILDING BE OPEN TO THE PUBLIC (explain): _____

WILL THERE BE ANY STRUCTURAL, ELECTRICAL, MECHANICAL, OR PLUMBING WORK DONE?

(explain): _____

Note to Applicants:

- A home-based business might change your homestead exemption amount and/or result in personal property taxes.
- Home Based Businesses are expected to comply with all pertinent local, state and federal licensing requirements.

SIGNATURE _____

Please include proof of ownership with the application (e.g., tax bill)

OFFICE USE:

Date application received: _____

Amount Paid: _____

Received by: _____

Date Approved: _____

Permit Number: _____

(IMS please email Copy to: Polkton Charter Township upon approval)

Site Diagram
In coordination with Chapter 16A.03/16A.06A

Use the space below (or attach a separate sheet) to draw a diagram showing all of the following items:

1. The dimensions of the lot or acreage.
2. The locations, with the distances to the lot lines, of all existing structures.
3. The location of the proposed home-based business.
4. The dimensions of all existing and proposed structures.
5. The distances between all existing and proposed structures.
6. The location of all roads bordering or on the property.
7. The location of ponds, rivers, creeks, drainage courses, wetlands, and floodplains on the property.
8. The location of any power and gas lines on the property.
9. The location of any easements on the property.
10. A North arrow indicating the direction of North.
11. The Township Zoning Administrator may ask for more information.
12. Indicate if property in or near a Flood Plain

Note: A copy of an existing survey may be used to fulfill the site diagram requirement.

From Zoning Ordinance Chapter 4, Section 4.28 E

E. Minimum Conditions for All Home Based Businesses.

1. The following minimum conditions shall apply to all home based businesses authorized under this Section 4.28, whether or not the home based business requires a permit under subsection F:
 - a. No home business shall occupy more than 20 percent of the usable floor area of the residence.
 - b. The home based business may be operated out of an accessory building, with the exception of a bed and breakfast. An accessory building used for a home based business shall comply with the requirements of Section 4.11 of this Ordinance.
 - c. For purposes of identification, one non-illuminated sign not exceeding four square feet in area shall be permitted on the same premises as the home based business. No other sign shall be utilized in connection with the home business. The one permitted sign shall comply with all applicable requirements of Section 4.16.
 - d. No motors other than electrically operated motors shall be used in conjunction with the home based business. All electrical motors and equipment used shall be shielded and shall not cause radio, television noise or electrical interferences for adjoining properties.
 - e. The use of a home building for a home based business shall not alter the residential character of the property.
 - f. No merchandise or articles for sale shall be displayed outside of the home or accessory building.
 - g. No article or material used in connection with the business shall be stored outdoors.
 - h. No combustible, toxic or hazardous material may be used or stored on the premises, except in a safe manner and in full compliance with all federal, state and local requirements concerning the use, handling, storage transport and disposal of any such materials.
 - i. The home based business may increase vehicular traffic flow and parking by no more than two additional vehicles at a time. Parking shall be accommodated by areas off the street right of way.
 - j. A home based business may not be open to the public or receive deliveries earlier than 7:00 a.m. or later than 8:00 p.m.
 - k. A home based business shall be carried on by one or more members of a family residing on the premises, plus not more than one additional non-resident employee.
 - l. A home based business shall not create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, or any other hazard or nuisance to any greater or more frequent extent than would normally be generated on or from other lands in the zoning district.
 - m. All dwellings and improvements used in connection with home-based businesses must comply with the requirements of the Michigan Occupational Safety and Health Act, MCL 408.1001 *et seq.*, as amended from time to time, and the rules and regulations promulgated under the Occupational Safety and Health Act.
 - n. All home based businesses shall comply with all pertinent local, state and federal licensing requirements, and shall obtain all required building, mechanical, plumbing and electrical permits, as applicable.