

**CHARTER TOWNSHIP OF CALEDONIA
APPLICATION FOR HOME OCCUPATION PERMIT OR
HOME BASED BUSINESS PERMIT**

OFFICIAL USE ONLY
Date Received _____
File Number _____

A home occupation is a gainful occupation traditionally or customarily carried on in the home as a use incidental to the use of the home as a dwelling place and conducted entirely within a residential building being used as a dwelling or, where permitted by Section 3.34 of the Zoning Ordinance, in a building that is accessory to a residential building being used as a dwelling. A home based business is regulated and is limited by the terms of Section 3.34A.

Applicant's Name _____ Daytime Phone _____

Address _____ Zip Code _____

Email Address _____

Property interest of applicant (owner, contract purchaser, etc.) _____

Name of owner if different than above _____

The Caledonia Township Zoning Ordinance authorizes two classes of permits, being home occupations and home based businesses. Please indicate the classification for which you wish to apply by marking the appropriate box:

Home Occupation Home Based Business

The permit is being applied for the following described property:

Address _____

Parcel Number: 41 - 23 - _____ Present zoning district classification _____

The following information must be included with all applications:

- 1. Legal description/survey**
- 2. Provide a site plan showing location of proposed activity on the property, available parking, driveways and any additional structures. Include current survey, if available.**
- 3. Please describe the nature and range of the proposed activities, as well as any potential impacts and any other details which may accurately describe the activity. If the space provided is insufficient, please attach a separate sheet.**

I hereby certify that the above statements are true, complete, and accurate to the best of my knowledge.

Signature of Applicant _____ Date _____

Signature of Owner if different than Applicant _____ Date _____

Please see "Instructions for Filing an Application for Home Occupation Permit or Home Based Business Permit" for the list of supportive materials which must accompany this petition, and deliver or mail to the Charter Township of Caledonia, 8196 Broadmoor Ave SE, Caledonia, MI 49316, phone (616) 891-0070.

rev. 10/16

**INSTRUCTIONS FOR FILING AN APPLICATION
FOR HOME OCCUPATION PERMIT OR HOME BASED BUSINESS**

- 1.) Any person owning or having an interest in the subject property may file an application for a home occupation permit or a home based business permit provided for in the zoning district in which the land is situated.
- 2.) Applications for home occupation permits should be submitted to the Zoning Administrator. Applications for home based business permits should be submitted to the Township Planner.
- 3.) Each application must be accompanied by the appropriate application and escrow fees in accordance with the schedule of fees adopted by the Township Board on October 5, 2016.

	<u>Application Fee</u>	<u>Escrow Fee</u>
Home Occupation	\$150	\$0
Home Based Business	\$350	\$0

Application and escrow fees shall be in the amount established by resolution of the Township Board of Trustees. Application and escrow fees are for the purpose of reimbursing the Township for its expenses in the review and handling of applications. Additional escrow will be required if escrow funds are exhausted prior to resolution of the case. Unused escrow fees will be refunded. The application fee is not refundable. One check may be written to cover both application and escrow fees.

- 4.) Following review by the Zoning Administrator or Township Planner, supplemental information may be required in order to verify compliance with the Zoning Ordinance.
- 5.) An application which is incomplete or otherwise not in compliance with the Zoning Ordinance will be returned to the applicant. No application will be processed until properly prepared and submitted and all required fees paid in full.
- 6.) A home occupation permit may be issued by the Zoning Administrator upon submission of an accurate and complete application for such permit, and following sufficient review. No public hearing shall be required, except in the case of home based businesses which requires special land use approval by the Planning Commission.
- 7.) All home occupation activities shall comply with the provisions of Section 3.34 of the Caledonia Township Zoning Ordinance. A home based business activities shall comply with the provisions of Section 16.5 of the Caledonia Township Zoning Ordinance.