



Mecosta
TOWNSHIP

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No: _____

Home Occupation Application
Mecosta Township Planning Commission Public Hearing

Applicant Name	Public Hearing Date		
Mailing Address	Fee	Cash	Check #
City, State, Zip			
Phone			
Email			

1. What is your Home Occupation, please describe in detail:

2. Lot size & Legal Descriptions

3. Attach a copy of deed, land contract rental or purchase option, including a property description of the land to be used in the home occupation. Are you the owner, if not? Please describe in full what your interest or control in the property is.

4. Number of employees including yourself? _____ immediate family _____, and or others _____.

5. Will the business be conducted in an existing building? Or in an accessory building.
___ yes ___ no

6. Will the business be conducted in an existing building or in an accessory building?

7. List the square footage of your existing home? _____

8. List the total square footage your business will occupy. _____

9. Will there be any outside storage? If so specify what will be stored outside, and explain how it will be screened from view.

10. Will you have any retail sales? _____. Please specify

11. Check on the following _____ Married, _____ Single, _____ Corporation, _____ Partnership.

12. What is your zoning classification?

13. How many hours a day _____. How many days a week _____ will you operate this home occupation?

14. Explain how much additional traffic the proposed business will bring to the residence? Include number of customers coming or going daily, shipping or receiving of any products (specify how deliveries and shipping will be done, including how often and size of any trucks used.

15. Will you be using any products or chemicals at the site that could cause contamination? If so what steps do you plan to take to avoid pollution, contamination and proper disposal of any waste?

16. If approved will this special use look out of character with the permitted uses in the area? Please explain:

17. Will the business use any machinery that makes noise, omits odors or smoke? Please specify what machinery will be used and explain how you will alleviate any problems with noise, order or smoke that goes beyond your property lines.

18. Describe the size and location of any new building to be built and used with home occupation, indicate sizes of buildings.

THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED AT THE TIME YOU FILE YOUR PETITION FOR HEARING

1. Accurate site plan drawn to a scale a minimum of 1" = 40'
2. Directions to the property from the nearest state highway.
3. Copy of deed, land contract, option to purchase, lease, etc.
4. Stake out your property lines at least one week prior to the public hearing.
5. Filing fee of \$250.00 dollars.

IF YOUR APPLICATION IS GRANTED YOU MUST DO THE FOLLOWING

1. Copy of sales tax license
2. Show proof you have obtained any required necessary State License.
3. Apply for any necessary permits including zoning clearance, septic, well, electric, mechanical, plumbing, soil erosion, driveway, and building permits.

FAILURE TO COMPLETE ANY OF THE ABOVE REQUIREMENTS WILL CONSTITUTE GROUNDS FOR REVOCATION OF YOUR HOME OCCUPATION

Section 3.12 Home Occupation

Customary home occupations are permitted as an accessory to residential use or occupancy subject to the following conditions:

- A. All home occupations shall be clearly incidental and secondary to residential occupancy and shall not change the character of the residential use. The following are expressly determined not to constitute home occupations: Retail sales (other than incidental sales of items connected to a service to persons being provided a service on the premises), automotive repair, furniture refinishing, welding, deer and wildlife processing, trucking operations, and any other occupation that creates noise, order, vibrations, glare or flashing light beyond the premises. Sawmills are permitted as a home occupation only in the AF and AG Districts and in compliance with Section 5.2.
- B. Unless approved as a special use, all home occupations shall be conducted wholly within the enclosed dwelling shall not occupy more than one-fourth of the total floor area of the dwelling.
- C. In Districts RR-2, AF and AG, home occupations approved under the special use process at a public hearing may be conducted in any accessory building. No home occupations shall be permitted in a mobile structure which is built to be towed on a chassis. No home occupation or storage shall be permitted outside.
- D. The home occupation shall only employ the inhabitants thereof and one additional full-time (or the equivalent part time) employee.
- E. All deliveries to the approved home occupation shall be by UPS, United States Postal Service, FedEx or similar delivery system.

- F. Any activity involving any building alteration and window display not in character with the neighborhood, and outdoor storage of equipment, machinery, or similar material; is prohibited.
- G. Only one non-illuminated sign of a maximum size of 2'x4' is permitted.

In making their determination, the Planning Commission shall find that the listed home occupations will not create noise, odors, vibrations, traffic congestion, or hazards, glare of flashing light beyond the premises; and the home occupation shall be consistent with the standards outlined under Special Use Permits in Article V, Section 5.2.

Signature of Property Owner

Owner/Renter/Lease/ Other

Type or print Full Legal Name

Date of Application

REQUIRED ATTACHMENTS

- _____ Deed, Land Contract or Purchase Option
- _____ Site Sketch – Drawn to scale
- _____ Directions to Site
- _____ Filing Fee of \$250.00