

Charter Township of Union

APPLICATION FOR HOME OCCUPATION OR HOME-BASED BUSINESS PERMIT

A completed application will contain all information required per the Zoning Ordinance, Section 6.19 (Home Occupations and Home-Based Businesses).

Home Occupation Permit

Home-Based Business Permit

Name and description of the home occupation or home-based business (attach letter if additional space is needed): _____	
Applicant's Name(s) _____	
Phone/Fax numbers _____	Email _____
Address _____ City: _____ Zip: _____	

Site Plan Attached	Floor Plan Attached	Tax Parcel ID Number(s):
Existing Zoning: _____	Land Acreage: _____	Existing Use(s): _____
ATTACHED: Operation plan showing how the home occupation or home-based business conforms to Section 6.19 standards		

Application Details for the Home Occupation or Home-Based Business	Names and residency of persons working in the home occupation or home-based business: _____ _____ Hours/Days of Operation: _____
Legal Owner(s) of Property. All persons having legal interest in the property must sign this application. Attach a separate sheet if more space is needed.	1. Name: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____ Signature: _____ Interest in Property: _____ 2. Name: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____ Signature: _____ Interest in Property: _____

I do hereby affirm that all the statements, signatures, descriptions, exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application on behalf of all the owners of the property. False or inaccurate information may be cause for revocation of any permit. Approval of the requested home occupation or home-based business shall not constitute the right to violate any provisions of the Zoning Ordinance or other applicable codes and ordinances.

Signature of Applicant Date

Office Use Only

Application Received By: _____ Fee Paid: \$ _____

Date Received: _____

Section 6.19 Home Occupations and Home-Based Businesses

A. Approval and Permit Requirements.

1. Planning Commission Approval. Home occupations and home-based businesses, as defined in Section 2.2, are subject to Planning Commission approval. Property owners within three hundred (300) feet of the site on which the home occupation is proposed shall be notified by mail of the Planning Commission meeting at which the proposal will be considered.
2. Zoning Permit. Upon approval by the Planning Commission, and payment of fees, a permit for a home occupation or home-based business may be issued by the Zoning Administrator. A permit is initially valid for one (1) year. Thereafter, it may be renewed every three (3) years if the Zoning Administrator finds that the home occupation or home-based business is in compliance with the conditions of approval.
3. Other Permits. The holder of the permit shall be responsible to carry adequate insurance and apply for any other licenses or permits as may be required by any other local, state or federal agency.
4. Transferability of Permit. A permit is not transferable to another location.
5. Expansion. Any expansion of a home occupation or home-based business shall require a new permit.
6. Revocation of Permit. Failure to comply with the requirements in this section or with the conditions of approval shall be grounds for revocation of the permit.
7. Compliance with Zoning District Requirements. The dwelling unit and home occupation or home-based business shall comply with all applicable zoning district requirements.

B. Application. The application for a home occupation or home-based business shall contain the following information:

1. Identification of who will be working in the home occupation or home-based business.
2. Thorough description of the home occupation or home-based business and any materials required.
3. Hours of operation, which must be harmonious with the neighborhood.
4. Provisions for parking.
5. Storage requirements.
6. A floor plan, drawn to scale, which identifies areas to be occupied by the home occupation or home-based business.
7. A site plan, drawn to scale, which illustrates all buildings, structures, paved areas, and other site features, and identifies areas to be occupied by the home occupation or home-based business.

C. General Requirements.

1. Home Occupation or Home-Based Business an Incidental Use. Any business activity must be clearly incidental to the use of the dwelling as a residence.
2. Exterior Appearance. The exterior appearance of any structure shall not be altered due to the business activity.
3. Maintain Residential Character. No business activity shall be conducted in such a manner so as to cause the premises to differ from a residential character, whether by the use of colors, materials, construction, lighting, signs (except as permitted in this Section), or the emission of sounds or vibrations.
4. Delivery and Pickup. The delivery and pickup of goods and materials used and/or produced in the operation of a home occupation shall be limited to the customary activity of the United States Postal Service and/or alternative private package services common to residential property in the area.
5. Vehicular and Parking Increase. A home occupation or home-based business may increase vehicular traffic flow and parking demand by no more than two (2) additional vehicles at a time. No

more than ten (10) customers or clients shall visit the dwelling unit for services or products during any one day. Any demand for parking generated by a home occupation or home-based business, including one (1) space for each non-resident employee of a home-based business, shall be met off the street and behind the required front setback line.

6. No Outdoor Activity. The entire home occupation or home-based business shall be fully contained within a principal or accessory structure. No outdoor display and/or storage of materials, goods, supplies, or equipment used in the home occupation shall be allowed on the premises in any zoning district.
7. Allowable Uses. The following uses shall be permitted as home occupations and home-based limited businesses:
 - a. Home offices for such professionals as architects, doctors, brokers, engineers, insurance agents, lawyers, accountants, writers, salespersons, and similar occupations.
 - b. Personal services, including beauty and barbershops (one-chair operations only) and animal grooming (provided there is no overnight keeping of animals).
 - c. Home office for a massage therapist.
 - d. Music, dance, arts and crafts classes, and private tutoring and instruction for a maximum of five (5) pupils at any given time.
 - e. Studios and workshops for artists, sculptors, musicians, and photographers; and for weaving, lapidary jewelry making, cabinetry, woodworking, sewing, tailoring and similar crafts.
 - f. Repair services, limited to watches and clocks, small appliances, computers, electronic devices, and similar small devices.
 - g. A lemonade stand or similar incidental sales activity operated under adult supervision by one (1) or more minor residents of the premises shall be permitted as a temporary home occupation, provided that; signage is limited to temporary signs permitted in the zoning district.
 - h. Any use not specifically listed may be approved with a special use permit as a home-based limited business, subject to the requirements of this Section and Section 14.3.
8. Prohibited Use. The following uses are expressly prohibited as a home occupation or home-based limited business.
 - a. General repair and servicing of motor vehicles or recreational vehicles, body and paint shops, welding shops, and storage or dismantling yards.
 - b. Kennels and veterinary clinics.
 - c. Medical or dental clinics.
 - d. Retail stores and eating or drinking establishments.
 - e. Adult regulated uses and sexually oriented businesses.
 - f. Any use or process that creates noise, vibration, glare, fumes, odor, electrical interference, or similar nuisances to persons off the premises; creates or exacerbates any hazard of fire, explosion, or radioactivity; or causes visual or audible interference or fluctuations in line voltages off the premises.
 - g. Any use involving outdoor display, parking or storage of materials, goods, supplies, vehicles or equipment; or the use of machinery, equipment or facilities not commonly incidental or accessory to a residential dwelling.

D. Requirements for Home Occupations.

1. Residents Only. Any person who is not a resident occupant of the dwelling unit shall not be employed in a home occupation located there.
2. Sign. One non-illuminated nameplate, not more than two square feet in area, shall be allowed per residence to identify a home occupation. The permitted sign shall not be located in any road right-of-way and shall not obstruct the clear vision of drivers. No other sign shall be used on the premises to advertise a home occupation.
3. Accessory Building Use. One (1) detached accessory building may be occupied by a home occupation, provided that there is no external evidence of the business activity. Any accessory building used for a home occupation shall be in full compliance with the standards for accessory buildings, as provided in Section 7.5 of this Ordinance.
4. Total Area of Home Occupation. The total area within the principal dwelling devoted to a home occupation shall not exceed forty percent (40%) of the residential floor area of one (1) story of the dwelling unit. If the home occupation occupies a detached accessory building, then it shall not exceed ten percent (10%) of the residential floor area of one (1) story of the dwelling unit.
5. Craft or Fine Art Instruction. Pursuant to Section 204 of Michigan Public Act 110 of 2006, as amended (MCL 125.3204), individual instruction in a craft or fine art within a residence is a permitted home occupation.

E. Requirements for Home-Based Businesses.

1. One per Residence. No more than one home-based business shall be permitted per residence.
2. Employees. A home-based business shall be conducted solely by the resident occupants of the dwelling unit, plus not more than one (1) full-time equivalent non-resident employee or independent contractor per residence.
3. Sign. One non-illuminated, freestanding or wall sign, not to exceed four (4) square feet in area, shall be permitted for a home-based business. The sign shall not be located in the road right-of-way and shall not obstruct the clear vision of drivers. A freestanding sign associated with a home-based business shall not exceed five (5) feet in height.
4. Total Area of the Home-Based Business. The total area within the principal dwelling devoted to a home occupation shall not exceed fifty (50%) percent of the residential floor area of one (1) story of the dwelling unit.
5. Accessory Buildings. Accessory buildings may be occupied by a home-based business, provided that there is no external evidence of the business activity and the total area of accessory buildings devoted to a home-based business does not exceed 4,000 square feet per residence. Any accessory building used for a home-based business shall be in full compliance with the standards for accessory buildings, as provided in Section 7.5 of this Ordinance.