

**ALLENDALE CHARTER TOWNSHIP  
OTTAWA COUNTY MICHIGAN**

**HOME OCCUPATION PERMIT**

**APPLICATION FOR:**

PLEASE PROVIDE ALL INFORMATION REQUESTED BY TYPING OR PRINTING IN INK. ANSWERS SHOULD BE CLEAR AND CONCISE. IF ADDITIONAL SPACE IS NEEDED, NUMBER AND ATTACH ADDITIONAL PAGES. ALL INFORMATION PROVIDED HEREIN BECOMES PUBLIC RECORD UPON SUBMITTAL.

**1. APPLICANT INFORMATION:**

A. \_\_\_\_\_  
APPLICANT NAME ADDRESS

\_\_\_\_\_  
TELEPHONE (HOME & BUSINESS)

B. \_\_\_\_\_  
OWNER(S) OF THE PROPERTY IF ADDRESS ZIP CODE  
DIFFERENT THAN THE APPLICANT

\_\_\_\_\_  
TELEPHONE (HOME & BUSINESS)

**2. PROPERTY INFORMATION:**

A. PRESENT ZONING CLASSIFICATION OF THE PROPERTY IS \_\_\_\_\_

B. PRESENT USE OF THE PROPERTY IS \_\_\_\_\_  
\_\_\_\_\_

C. LOT SIZE IN ACRES OR SQUARE FEET \_\_\_\_\_

D. PROPERTY ADDRESS \_\_\_\_\_

E. DESCRIBE THE HOME OCCUPATION REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION 23.07 HOME OCCUPATIONS**

HOME OCCUPATIONS AS DEFINED IN SECTION 32.09 ARE PERMITTED IN ANY RESIDENTIAL ZONE OR IN THE AGRICULTURAL ZONE PROVIDED THAT THE FOLLOWING CONDITIONS ARE MET:

- A. THE HOME OCCUPATION SHALL ONLY BE INCIDENTAL TO THE PRIMARY RESIDENTIAL USE.
- B. NO EQUIPMENT OR PROCESS SHALL BE USED IN SUCH HOME OCCUPATION WHICH CREATES NOISE, VIBRATION, GLARE, FUMES, ODORS, OR ELECTRICAL INTERFERENCE DETECTABLE TO THE NORMAL SENSES OF THE LOT. IN THE CASE OF ELECTRICAL INTERFERENCE, NO EQUIPMENT OR PROCESS SHALL BE USED WHICH CREATES VISUAL OR AUDIO INTERFERENCE IN ANY RADIO OR TELEVISION RECEIVERS OFF THE PREMISES, OR CAUSES FLUCTUATIONS IN LINE VOLTAGE OFF THE PREMISES.
- C. THE HOME OCCUPATION SHALL NOT EMPLOY PERSONS OTHER THAN THOSE MEMBERS OF THE FAMILY RESIDING ON THE PREMISES.
- D. THE MAJORITY OF ACTIVITIES SHALL BE CARRIED ON INDOORS. NO VISIBLE OUTDOOR STORAGE IS PERMITTED.
- E. THERE SHALL BE NO CHANGE IN THE EXTERIOR APPEARANCE OF THE BUILDING OR PREMISES, OR OTHER VISIBLE EVIDENCE OF THE CONDUCT OF SUCH HOME OCCUPATION OTHER THAN ONE IDENTIFICATION SIGN, NOT EXCEEDING TWO (2) SQUARE FEET IN AREA, NON-ILLUMINATED AND MOUNTED FLAT AGAINST THE WALL OF THE PRINCIPAL BUILDING.
- F. NO TRAFFIC SHALL BE GENERATED BY SUCH HOME OCCUPATION IN GREATER VOLUMES THAT WOULD NORMALLY BE EXPECTED IN A RESIDENTIAL NEIGHBORHOOD, AND ANY NEED FOR PARKING GENERATED BY THE CONDUCT OF SUCH HOME OCCUPATION SHALL BE MET OFF THE STREET AND OTHER THAN THE REQUIRED FRONT YARD.
- G. THE PERMISSION FOR HOME OCCUPATION AS PROVIDED HEREIN IS INTENDED TO SECURE FLEXIBILITY IN THE APPLICATION OF THE REQUIREMENTS OF THIS ORDINANCE; BUT SUCH PERMISSION IS NOT INTENDED TO ALLOW THE ESSENTIAL RESIDENTIAL CHARACTER OF RESIDENTIAL DISTRICTS, IN TERMS OF USE AND APPEARANCE, TO BE CHANGED BY THE OCCURRENCE OF NON-RESIDENTIAL ACTIVITIES.

H. LIMITED RETAIL SALES MAY BE PERMITTED ON THE PREMISES, AS A PART OF OR IN CONJUNCTION WITH A HOME OCCUPATION.

I. ANY PERSONS WHO WISHES TO OPERATE A HOME OCCUPATION AS DEFINED HEREIN, WHICH CAN AND WILL CONSISTENTLY MEET THE STANDARDS FOR OPERATION CONTAINED IN THIS ARTICLE SHALL BE ISSUED A HOME OCCUPATION PERMIT BY THE ZONING ADMINISTRATOR. THERE SHALL BE NO FEE FOR THIS PERMIT, BUT ALL NECESSARY LICENSES AND CLEARANCES REQUIRED BY STATE AND LOCAL AGENCIES MUST BE OBTAINED PRIOR TO INITIATING THE PROPOSED HOME OCCUPATION. EACH APPLICANT FOR A HOME OCCUPATION PERMIT SHALL SIGN A STATEMENT IN THE APPLICATION AGREEING TO THE ABOVE CONDITIONS.

J. ANY PERSON WHO WISHES TO OPERATE A HOME OCCUPATION WHICH MEETS THE INTENT OF THIS SECTION, BUT WOULD NOT COMPLY STRICTLY WITH THE ABOVE STANDARDS, MAY APPLY FOR APPROVAL AS A SPECIAL USE. PERMISSION TO PERATE SUCH A HOME OCCUPATION MAY BE AUTHORIZED BY THE PLANNING COMMISSION UPON FINDING THAT THE INTENT OF THIS SECTION IS UPHELD AND THAT THE PROPOSED USE COMPLIES WITH THE STANDARDS FOR APPROVAL OF SPECIAL USE PERMITS (SECTION 20.06)

**BY MY SIGNATURE ON THIS PERMIT I ACKNOWLEDGE THAT I HAVE READ THE ABOVE LISTED REGULATIONS GOVERNING THE HOME OCCUPATION PERMIT I REQUESTED AND DO AGREE TO COMPLY WITH THESE REGULATIONS. IF IN THE EVENT MY HOME OCCUPATION REQUIRES USAGE NOT PERMITTED IN THE ABOVE LISTED ITEMS I WILL SEEK PRIOR APPROVAL FROM THE ZONING ADMINISTRATOR.**

**SIGNATURE**\_\_\_\_\_

**DATE**\_\_\_\_\_

**ZONING ADMINISTRATOR SIGNATURE**\_\_\_\_\_