

**Howard Charter Township – Cass County, Michigan  
Zoning Compliance Application  
Home Occupation Supplement Pages**

(please print – this is to be attached to the Zoning Compliance Application)

**Property Parcel #** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**Property Owner Name** \_\_\_\_\_

**Property Owner Phone Number** \_\_\_\_\_

**Resident Name (if not the owner)** \_\_\_\_\_

**Resident Phone Number** \_\_\_\_\_

**Zoning Ordinance #192 Section 15.16 Home Occupation**

Definition: Any occupation conducted within a dwelling unit or accessory building and carried on by the inhabitants thereof. Home occupations shall be clearly incidental and secondary to the use of the dwelling for living purposes, shall not change the character thereof, and shall not endanger the health, safety, and welfare of any other persons residing in that area by reason of, but not limited to, noise, noxious odors, unsanitary or unsightly conditions, fire hazards, traffic, and the like, involved in or resulting from such occupation, profession or hobby.

Purpose: The purpose of this section is to ensure that home occupations will not be a detriment to the character and livability of the surrounding neighborhood. The intent of this section is to establish standards for all home occupations and to ensure that home occupations remain subordinate to the residential use.

A home occupation may be permitted in a single family detached dwelling within a zoning district where such dwelling is permitted, subject to the following conditions.

**Provide a letter, with detailed information, to indicate the nature of the home occupation and that the home occupation will comply with the following requirements.**

**Initial the following to show that you have read, understand , and will fully abide by them.**

\_\_\_\_\_ Home occupation applications shall be reviewed for compliance with the requirements of this section and approved by the Zoning Administrator. A zoning compliance application shall include the additional home occupation form and be accompanied by a letter indicating the nature of the home occupation with sufficient facts to indicate that the home occupation will comply with the requirements of this section, and a copy of the applicants' state license (if applicable). Such application shall incorporate an affidavit to be signed by the applicant acknowledging the requirements of this Section and agreeing to fully abide by them.

\_\_\_\_\_ The home occupation must be conducted entirely within a residential building or within not more than one (1) accessory building. The home occupation must not be evident in any way from the street or from any neighboring premises.

\_\_\_\_\_ The home occupation must be carried on only by the inhabitants of the building plus not more than one (1) non-resident employee.

\_\_\_\_\_ The use of the dwelling unit for a home occupation shall be clearly incidental and subordinate to its use for residential purposes and shall not exceed a total area greater than twenty five percent (25%) of the usable floor area of the dwelling unit.

\_\_\_\_\_ A home occupation conducted within an accessory building shall not occupy more than fifty percent (50%) of said building. Accessory buildings in excess of one thousand two hundred (1,200) square feet shall be limited to six hundred (600) square feet in which to conduct the permitted home occupation.

\_\_\_\_\_ There shall be no change in the outside appearance of the structure or premises, or other visible evidence of conduct of such home occupation. There shall be no external or internal alterations not customary in residential areas including the expansion of off-street parking areas in excess of residential standards.

\_\_\_\_\_ A home occupation shall not create noise, dust, vibration, smell, smoke, glare, electrical interference, wireless communication interference, fire hazard, increased traffic volume, or any other hazard or nuisance to any greater or more frequent extent than would normally be generated in a similarly zoned residential district.

\_\_\_\_\_ Signs not customarily found in residential areas shall be prohibited, however, that one (1) non-illuminated name plate, not more than two (2) square feet in area, may be attached to the building, and which sign shall contain only the name, occupation, and address of the premises. Freestanding signs not in excess of four (4) square feet in area may be placed on residential property in the AR district as an alternative but not in addition to a sign placed on the dwelling.

\_\_\_\_\_ No outdoor display or storage of materials, goods, supplies, or equipment used in the home occupation shall be permitted on the premises.

\_\_\_\_\_ No retail or other sales of merchandise or products shall be conducted upon the premises except for those goods actually produced on the premises.

**State your hours of operation:** \_\_\_\_\_

\_\_\_\_\_ **ATTACHED IS A COPY OF MY STATE LICENSE** (enter n/a if no license is required by the State)

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. I hereby grant permission for any individual designated by Howard Charter Township to enter the above-described property for the purposes of gathering information related to this application.

**Owner(s) Signature**

\_\_\_\_\_  
\_\_\_\_\_

**Resident(s) Signature (if not the owner)**

\_\_\_\_\_  
\_\_\_\_\_

**Date** \_\_\_\_\_