

1720 Riverview Drive
Kalamazoo, MI 49004
P. (269) 381-8080
F. (269) 381-3550
ktwp.org

Permit Application for a Home Occupation



OFFICE USE ONLY

Date: _____

Case #: _____

Fee: _____

APPLICANT

Contact Person

Business Name (if applicable)

Email

Address

Phone

Cell Phone

City

State

Zip Code

PROPERTY OWNER

☐ Check here if same as above

Name

Email

Address

Phone

Cell Phone

City

State

Zip Code

PROPERTY INFORMATION

Street Address

Suite/Apt. #

Zoning District

Master Plan Designation

Gross Acreage

Parcel Dimensions

HOME OCCUPATION CLASSIFICATIONS – DETERMINED BY TOWNSHIP STAFF

Category A - No Nuisance Potential: This category of home occupation recognizes it is customary for dwelling occupants to perform office and similar work as incidental to residential use of a dwelling unit. Category A is referred to as a "no impact" home occupation. No aspects of the home occupation shall be visible on the exterior of the residence and there shall be no significant impact on surrounding properties. Category A home occupations are automatically permitted without permit application, review, or approval.

Category B - Limited Nuisance Potential: This category of home occupation is largely indistinguishable from customary residential use of a dwelling unit but with off-street parking space(s). These home occupations are authorized by issuance of a Zoning Permit by the Zoning Administrator once conformance with standards are achieved. They are permitted in any dwelling unit in any district that allows single-family and two-family dwellings by an owner of the property, or by a renter of the property with the owner's written consent.

Category C - Up to Moderate Nuisance Potential: This category of home occupation allows residents of a single-family or two-family dwelling unit on any property zoned or used for residential purposes to conduct economic activities on their property at a scale greater than in a home occupation Category A or B, but significantly less than a full-scale commercial or industrial enterprise. Because of the greater potential for nuisance impacts, the Planning Commission shall approve the home occupation by means of a Special Land Use Permit (SLUP). Standards for Special Land Use review and approval are specified in Section 26.03.

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REQUIREMENTS FOR HOME OCCUPATIONS

General Requirements for **all** Home Occupations:

1. Any business activity must be clearly incidental to the use of the dwelling as a residence.
2. The exterior appearance of any structure shall not be altered due to the business activity nor to support a home occupation.
3. 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, or the emission of sounds or vibrations. Further, the home occupation shall not involve the storage, use or sale of hazardous, flammable, toxic, or explosive substances, other than types, sizes, and amounts commonly found in dwellings for hobby or domestic purposes.
4. 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. No traffic shall be generated by such home occupation in greater volumes than would normally be expected on a road of its specific classification as determined by the Road Commission of Kalamazoo County. Any need for parking generated by the conduct of such home occupation shall be provided by an off-street area.
6. A home occupation may be subject to annual inspection by the Building Official, Township Zoning Administrator and/or Township Fire Marshal, and shall be subject to termination if found not to be in compliance with the Zoning Ordinance.
7. 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.
8. Sign. One non-illuminated nameplate, not more than two (2) 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.
9. The total area within the principal dwelling devoted to home occupations shall not exceed one-quarter of the usable residential floor area of the dwelling unit.
10. One detached accessory building may be used by a Category C 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 2.03.
11. The levels of waste and scrap generated by the home occupation for transfer as part of the Township's residential trash collection and disposal services shall not exceed two (2) ninety-six (96) gallons per week, or exceed the maximum amount ordinarily expected for residential refuse pickup.
12. All vehicle parking required for conduct of the home occupation shall be off-street as specified below, and per all requirements as specified by the Road Commission of Kalamazoo County. a. Category A: No off-street parking spaces are required. b. Category B: Up to 2 off-street parking spaces shall be required for customers/clients/patients. c. Category C: One off-street space per each non-occupant employee permitted and up to 3 off-street parking spaces shall be required for customers/clients/patients.

STANDARDS FOR HOME OCCUPATION REVIEW AND APPROVAL

The Township Zoning Administrator shall consider the following criteria for granting approval of a home occupation:

- a. Compatibility to adjacent properties and land uses.
- b. The amount of traffic generated by the home occupation. The anticipated traffic generated by a home occupation shall not exceed what is normally expected on roads categorized as a private road or local road, as defined and classified by the Road Commission of Kalamazoo County.
- c. Off-street parking needs and locations.
- d. Availability of public services, in that the proposed home occupation shall be adequately served by public utilities and that no excessive use of public utilities is anticipated.
- e. Compatibility of the natural environment. The proposed home occupation shall be compatible with the natural environment and conserve natural resources and energy.

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REQUIRED DOCUMENTATION FOR SUBMITTAL

Applicants for Home Occupations shall submit the following documentation:

1. Responses to all criteria 1-12 noted above.
2. Responses to all criteria a-e above.
3. A sketch plan depicting all property lines and structures. Hand drawn sketches are not accepted.
4. For Category C only: A completed Special Land Use application.

I (we), the undersigned, acknowledge that I am (we are) aware of the requirements for approval of my (our) permit to conduct a home occupation and all regulations and obligations thereto will be fulfilled.

I (we), the undersigned, acknowledge and understand that a home occupation may be subject to review and approval by the Kalamazoo Township Planning Commission (as determined by the Township Planner and/or Zoning Administrator, or designee), and by submitting this application to the Township does not guarantee immediate or automatic approval for business of any kind to be conducted on site.

Fee: \$250 for Category B Home Occupations

Fee: \$600 + \$1,000 escrow for Category C Home Occupations

Date

Signature of Applicant

Print Applicant Name

Date

Signature of Property Owner

Print Property Owner Name

Date

Received By (Kalamazoo Township)

Received By (Print)