

## PROCEDURES FOR ZBA 005 – NEW BUSINESS REGISTRATION

This permit is used for registering new business within the Village of Nashville

A. Submit New Business registration form to the Village Clerk – include the following:

Required fee

Location of property involved

Name and address of applicant

Legal description of property

Present zoning of property

Type of business to be established

Site plan (to scale) including the following- \*

property lines; all existing and new buildings/fixtures; exact distances between all of the following: existing buildings/fixtures, new buildings/fixtures, property lines and any of the previously stated buildings/fixtures; available parking spaces; and business sign placement

B. Zoning Administrator will approve or deny request

(response times will vary – responses that don't encounter any problems or need special consideration should be completed within 30 days of submitting request)

C. Approved request (with or without conditions of approval)

For any new building requests take approved request to Barry County for building permits

PCI (Professional Code Inspections of MI)

109 S Church St

Hastings, MI

269-948-4088

Take approved request to Barry County for any additional permits

(all conditions of approval must be met within time frame set by zoning administrator or permit will be pulled)

D. Denied request

1. drop request

2. apply for variance permit (See procedures for this permit for additional information)

\*for new building sites (no existing building on lot or replacement of old primary buildings) or for change of use of current building in the business district (i.e. residential to business use) a site plan must first be submitted to the Planning Commission for approval along with required fee, before a zoning permit can be submitted for consideration

ZBA005

VILLAGE OF NASHVILLE  
NEW BUSINESS REGISTRATION  
Requires approval of Zoning Administrator

Cost of permit - \$ 30.00 - paid \_\_\_\_\_

Date \_\_\_\_\_

I. Location of business property: \_\_\_\_\_

Name of applicant: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of applicant: \_\_\_\_\_

**Please attach a copy of the legal description of property**

Present zoning classification: AG\_\_\_ RA\_\_\_ RB\_\_\_ RC\_\_\_ RD\_\_\_ CBD\_\_\_ GB\_\_\_ I\_\_\_ PUD\_\_\_

II. Type of business to be established: \_\_\_\_\_

**Applicant must complete parts I and II. The reverse side of this form must also be completed if a new building is to be built or changes to an existing building are planned.**

III. Action by Zoning Administrator: Denied \_\_\_ Approved \_\_\_ Approved with stipulations \_\_\_

Section (s) of the Zoning Ordinance involved:

- \_\_\_ Permitted (CBD) Central Business District use (see Article 9.02)
- \_\_\_ Permitted (GB) General Business use (see Article 10.02)
- \_\_\_ Permitted (I) Industrial use (see Article 11.02)
- \_\_\_ Located in Flood Plain District – permitted use (see map; see Article 13.03)
- \_\_\_ Located in Flood Plain District – permitted use with Special Land Use Permit (see map; see Article 13.04)
- \_\_\_ Located in Wellhead Protection area – permitted use (see map; see Article 14.03)
- \_\_\_ Located in Wellhead Protection area – prohibited use (see map; see Article 14.03)
- \_\_\_ Home occupation (see Article 23.27)
- \_\_\_ Needs Special Land Use Permit (see Section 17)

**PARKING REQUIREMENTS (see Article 20)**

- \_\_\_ meets parking requirements
- \_\_\_ does not meet parking requirements

Additional notes: \_\_\_\_\_

Review of property as it pertains to the provisions of the Zoning Ordinance: (Zoning Administrator should indicate requirements and whether satisfied)

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\_\_\_\_\_  
Signature of Zoning Administrator

\_\_\_\_\_  
Date

If the applicant disagrees with the interpretation of the Zoning Ordinance, as made by the Zoning Administrator, the applicant may appeal the determination to the Planning Commission. Applicant must complete the special Land use permit form and upon payment of the appeals fee, a hearing will be scheduled. Application must be presented to the Village Hall.

NOTE – filling this application implies that the property owner is giving permission for the Zoning Administrator to visit, walk on or around the property to investigate the application request when/if needed.

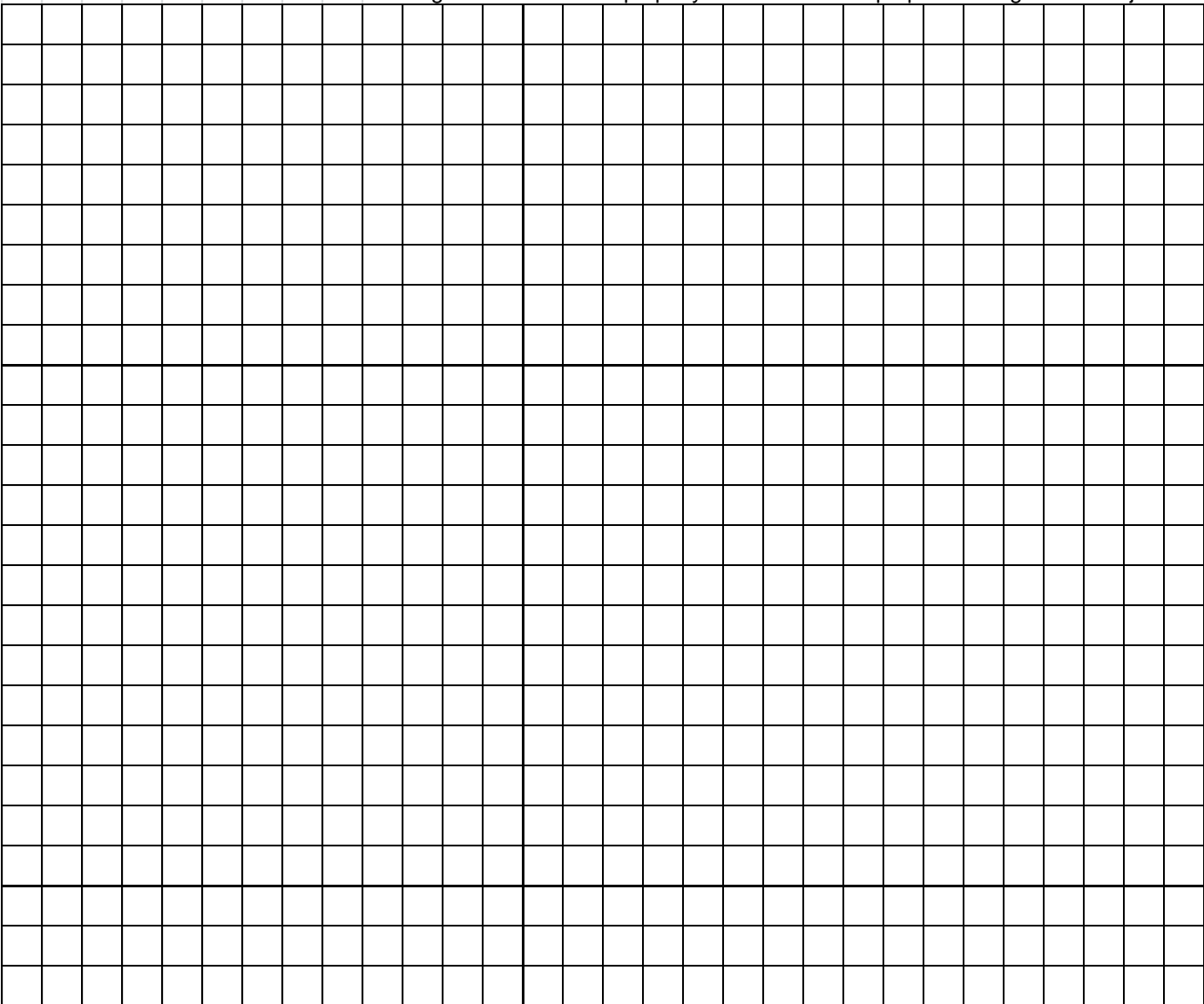
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**VILLAGE OF NASHVILLE**  
**NEW BUSINESS REGISTRATION**  
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|  |  |  |   |  |
|--|--|--|---|--|
| <input type="checkbox"/> Masonary (wall bearing)     | 1. No of stories                                   |  | Parking spaces  |  |
| <input type="checkbox"/> Wood Frame                  | 2. Total square feet of floor area                 |  |   |  |
| <input type="checkbox"/> Structural Steel            | all floors based on exterior                       |  | Enclosed  |  |
| <input type="checkbox"/> Reinforced Concrete         | dimensions   |  |   |  |
| <input type="checkbox"/> Other - specify             | 3. Total Land are - sq ft                          |  | Outdoors  |  |
| Type of Sewage Disposal -                            | Type of Water Supply                               |  | Residential Building only   |  |
| <input type="checkbox"/> Public or private company   | <input type="checkbox"/> Public or private company |  | No. of bedrooms   |  |
| <input type="checkbox"/> Private (septic tank, etc.) | <input type="checkbox"/> Private (well, cistern)   |  | No. of bathrooms - full <input type="checkbox"/> partial <input type="checkbox"/> |  |

**Site or Plot Plan**

Lot Size: \_\_\_\_\_ Additional detailed drawings / diagrams may be required. It is recommended that all drawings be to scale and properly dimensioned. Improper drawings will be rejected.



Note - site plan must be drawn to scale and include property lines, current buildings, all new buildings/fences (including height of fences) and the exact distance between buildings and between buildings and property lines. Each square on this grid - 5 ft (which makes the graph 150 ft wide by 125 ft tall). Other drawings should be attached sufficient to show your planning. Two copies each are required.