

Putnam Township Home Based Business Permit

Publication Date:

3280 W. M36 * Pinckney, Michigan 48169, 734-878-3131

TWP Board Date:

Township Permit No

-HBB-

Issued:

Terminates:

(valid for one year the first year, then every two years thereafter)

Name of Business

Owner

Business/Property Address

City

Zip

Business Phone #

Home Phone #

Mailing Address (if different than property address)

On

Right Side

Of

Between

And

Roads

Left Side

Tax Code No

Zoning

Lot Area

(sq. ft. or acreage)

Description of Business (add reference number and attach separate narrative if necessary)

What service/s
supplied

Types of operations
performed on site

Number of employees,
resident and non resident

Brief description and number
of business vehicles

Hours of operation

I hereby certify that all information and data attached to and made part of this application are true and accurate to the best of my knowledge and belief. I understand that there may be deed restrictions that may apply to this project. The dimensions, etc. stated are my sole responsibility and I agree to conform to all applicable laws and ordinances of this jurisdiction.

Signature by Owner/Operator: _____

Conditions of approval
(attach if necessary)

Inspection

Satisfactory

Fee \$

Paid

Date

Unsatisfactory

Verify proof of
ownership of property

Verify no
Ordinance
violations

Check List and Plot
Plan attached

Action of Township Board

Approval

Date

Disapproval

Date

PUTNAM TOWNSHIP HOME BASED BUSINESS CHECK LIST

Name of Business

Owner's Name

Description of Business

Description of service/s are supplied

What types of operations are performed on site, list machinery, tools, processes, etc.

Hours of operation

Number of employees, identify residents and non residents

Number of business vehicles including brief description

Description of expected traffic, employee and customer

Description of parts and supplies stored on site

Identify any outdoor storage area on plot plan

List of all non household chemicals, paints, solvents, etc. stored on site

Ordinance requirements (section 4 General Provisions)

Prohibited business, waste hauling, sanitary services, junk yards, scrapping operations and retail sales

Minimum 3 acre parcel (exceptions per section 8)

Business requiring special building codes prohibited (sec.4.B.12)

No negative impact on community, noise, lighting, traffic, odor, sanitation, etc. (sec. 4.B.2)

Single family residential must be principle use of property (sec.4.B.6)

Maximum 2 business vehicles (sec.4.B.8)

Maximum 2 customer vehicles or equipment parked outside (sec.4.B.8)

Maximum 2 non resident employees work on site (sec.4.B.9)

Maximum 40% of dwelling used for business, accessory structure can be 100% (sec.4.B.10&11)

Use on private road must be certified by home owners association (sec.4.B.13)

Plot Plan Requirements

Scaled drawing of property including dimensioned lot lines

Legal description of property

All buildings (primary and accessory), parking and driveway locations with dimensions

Set back distance, all buildings to lot lines

Well and septic locations (or sewer easement)

Location and description of existing and/or proposed easements

Location and description of significant natural features (wetlands, flood plain, stands of trees, etc.)

Distance to all neighboring buildings within 100' of property line, label use of those buildings (residential, garage, etc.)

Location of all outside storage

Zoning Administrator Check List

Applicants check list complete

Light, Dust, Noise, vibration, fumes, odor, unsanitary, unsightly, elec. interference, fire hazard, etc.

Impact on ground water, stormwater runoff, environmentally sensitive areas, etc.

Neighboring uses and concerns

Private road issues

Need for buffering or screening

On site inspection completed

Additional Notes

Zoning Admin Signature

Date

revised 05-30-15