



Village of Homer

ZONING AND BUILDING PERMIT HELP GUIDE

Thank you for your interest in helping in the growth and beautification of the Village of Homer. This packet includes the documentation that will help the property owner and the Village of Homer insure that the project is successful.

Since your property lies within the Village of Homer limits, the project that you are about to undertake requires zoning approval before any alterations can be made. Any application for a zoning permit, which includes construction of, addition to, moving of, or demolition of a building or structure within the Village, will be reviewed with due diligence and in a timely fashion.

The Village of Homer is a zoned community. The Village has adopted zoning ordinances to help stabilize and improve property values, foster Village beautification and strengthen the local economy. The Village of Homer's is committed to assisting all property owners in achieving the best possible results with their project.



Village of Homer

ZONING PERMIT INSTRUCTIONS

Zoning Permit Process

Zoning approval is required prior to construction of a new structure, or an addition to either principal structure or use or to an accessory structure, prior to changing from one use of land to a different use, prior to moving a pre-built structure on to a parcel, and prior to changing certain accessory uses of land such as parking areas or signs. If in doubt, contact the Zoning Administrator before proceeding with any plans.

How to apply for a Zoning Permit

1. Complete the Zoning Permit Application. If you have any questions contact the Zoning Administrator at the Village Offices.
2. Next, draw a detailed sketch plan of your property using the sample sketch plans as a guide. If available, a property survey would be helpful. This provides the Zoning Administrator with the information he needs to determine if what you want to do is in compliance with the zoning codes, and if not, how he may assist you with a remedy. This may include requesting an amendment to the zoning code, a request for a conditional use permit, an appeal to the Zoning Board of Appeals, a request for a variance from the relevant requirements of the zoning codes, or simply a site plan review and approval by the Planning Commission.
3. Return the completed Zoning Permit Application, preliminary sketch plan, and any other documentation to the Village offices.
4. In 1-3 working days you will be contacted by the Zoning Administrator to discuss your application and to schedule an on-site inspection, if necessary. If what you want to do is on compliance with the Village zoning ordinances and other applicable regulations, your application will be approved immediately. The actual Zoning Approval Letter will be issued within twenty-four (24) hours. If necessary, the zoning application will be sent to Cornerstone Inspection Company, who handle Village's Contracted Building Inspections and issue the Building Permits. You may also pick up and pay for building permits/inspections at the village offices. Please note that your project may not begin until you have secured the necessary permit(s).

When a Building Permit is required

A Zoning Permit is NOT a Building Permit. Work exempt from building permit requirements are listed in the Michigan Building Code. Upon zoning approval and, if the work you wish to do is NOT listed as exempt from the building permit requirements, you will be issued a Zoning Approval Letter and will be referred to Cornerstone for information on how you should proceed with your project.

Fees

There is NO fee for the Village of Homer Zoning Approval Letter. If you have any questions about the fees please contact Cornerstone at the toll-free number listed below.

Contacts

Village Offices: 517-568-4321 Zoning Administrator: 517-568-4321 Ext.12 CORNERSTONE: 1-877-721-9266

**Village of Homer
Application For Zoning Permit**

Date: _____

Reference _____

1. Applicant: _____

Zoning: _____

2. Mailing Address: _____

3. Telephone: (wk) _____ (hm) _____

4. Address for permit: _____

5. Parcel ID Number: _____

6. Are you seeking zoning approval for a construction project _____ or a change in use of a building (s) and open space _____?

7. If your project is a construction project, please check the appropriate classification and submit the following information:

_____ New _____ Alteration _____ Remodel _____ Addition _____ S.F. House _____ S.F. w/att. Garage

_____ Duplex _____ Commercial _____ Industrial _____ Pole Barn/Detached Garage _____ Other

8. Building Dimensions: Bldg. Width _____ Bldg. Length _____ Bldg. Height _____ # of floors

_____ Total Square Feet _____ % Of Lot Coverage _____ Property Size

A FULLY DIMENSIONAL SITE PLAN, INDICATING LOT LINES, LOCATION OF ALL BUILDINGS PRESENTLY ON THE PROPERTY AND LOCATION OF THE PROPOSED NEW STRUCTURE DISTANCES FROM THE LOT LINES AND BETWEEN ALL BUILDINGS MUST BE SHOWN. IF DETERMINED NECESSARY BY THE ZONING OFFICIAL, A SURVEY WILL BE REQUIRED.

9. Zoning Questions-Please Circle Yes or No:

- | | | |
|--|-----|----|
| a) Does this property have frontage on two roads? | YES | NO |
| b) Does this property have Lake Frontage? | YES | NO |
| c) Is there a dwelling presently on this property? | YES | NO |
| d) Is there an accessory building presently on this property? | YES | NO |
| e) Is there an easement on this property, (i.e., utility, etc.) | YES | NO |
| f) Is the property located in a flood plain? | YES | NO |
| g) Is the construction located within 500 ft. of a lake, stream, or natural body of water? | YES | NO |
| h) Will the construction require the moving of one surface acre or more of land? | YES | NO |

10. If construction is other than residential (accessory bldg. etc) how will it be used? _____

11. RESPONSIBILITY OF APPLICANT: It is your responsibility to be aware of any deed restrictions, subdivisions regulations, flood plain regulations and wetland regulations. I have read, acknowledged and will comply with all of the above and with the land use regulations, as determined by the zoning administrator, or will go to the proper board for a variance if necessary.

12. SIGNATURE OF APPLICANT: _____ Date: _____

13. Zoning Officials Notes:



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ZONING PERMIT AND INSPECTION INFORMATION

It is the permit holder's responsibility to contact the appropriate inspector when needed. Inspectors must have 72 hours notice before an inspection.

All permit fees are based on a standard building permit fee schedule; additional inspections will be billed to the permit holder. An additional fee may be applied if the inspector is unable to perform the inspection due to the permit holder's absence at the appointed time of the inspection or the desired work to be inspected is inaccessible, or incomplete. It is highly recommended the permit holder have everything required be completed prior to the inspector's arrival to avoid additional inspection(s) and fee(s).

The permit holder must have a drawing presented for review. Rough drawings may be acceptable for residential permits. Commercial properties must have architect's drawings.

All inspections must be finalized before occupancy and or use will be permitted.

**** A ZONING PERMIT IS NOT A BUILDING PERMIT. Before a building permit is issued by the building inspector a Zoning Permit must be issued and all paperwork must be submitted and approved.