

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 is committed to assisting all property owners in achieving the best possible results with their project.

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 they need to determine if what you want to do is in compliance with the zoning codes, and if not, how they 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 in 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 SAFEbuilt, who handles Homer Village 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 SAFEbuilt for information on how you should proceed with your project.

Fees

There is a \$15.00 fee due upon approval from the Zoning Administrator.

Contacts

Village of Homer Office and Zoning Administrator Phone #517-568-4321
SAFEbuilt Phone #269-729-9244

**VILLAGE OF HOMER
APPLICATION FOR ZONING PERMIT**

Date: _____

1. Applicant: _____
2. Mailing Address: _____
3. Contact Phone # _____
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 you 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: 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 ADMINISTRATOR, 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, subdivision 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.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

ZONING ADMINISTRATOR'S NOTES

Please draw proposed project

NORTH

SOUTH

BUILDING PERMIT APPLICATION PROCESS AFTER ZONING
APPROVAL

SAFEbuilt

107 S. Capital Ave., PO Box 190, Athens, MI 49011

Phone: 269-729-9244 Fax: 269-729-9254

Office Hours: 8:00 am – 4:00 pm Monday - Friday

Once your zoning is approved by the Village of Homer, you may pick up the needed permit applications at the Village of Homer's Office or the Village of Homer website at homermichigan.org, safebuilt.com or call SAFEbuilt.

After the permit application is filled out you may bring to the Village of Homer's Office with payment and they will be emailed to SAFEbuilt with receipt of payment or you can mail or deliver them to SAFEbuilt in Athens. **PLEASE CALL SAFEBUILT WITH ANY QUESTIONS, HELP FILLING OUT THE APPLICATION OR PAYMENT AMOUNTS.**

If you are a contractor, please fill out the Contractor Registration Form and submit with Permit Application. (there is no contractor registration fee)

Should SAFEbuilt require additional information, we will contact you as there are many variables to a building project which cannot be covered in this general guide.

