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

Avoid service interruptions and possible injury caused by striking a buried utility line by knowing the

5 Steps to Safe Digging...

1. Contact MISS DIG 811 by phone or online

2. Wait 3 business days for lines to be marked

3. Check job status online prior to digging

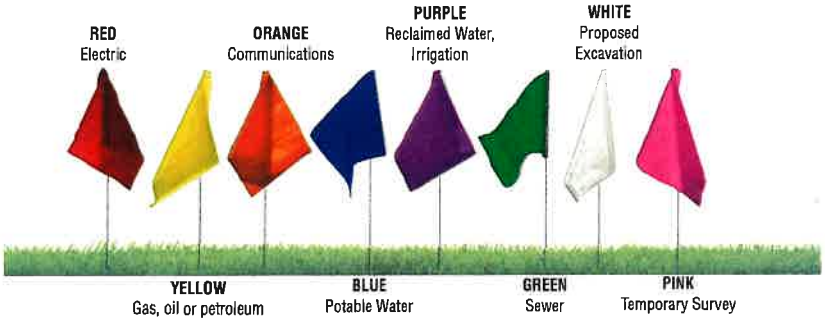
4. Hand dig if working within 4 ft of paint or flags

5. Dig with care

MISS DIG 811 is a FREE service and available 24/7/365 by dialing 811 or by visiting missdig811.org. MISS DIG 811 does not own the utility lines, nor does it perform locating activities. Rather, it works with your local utility providers to have them locate and mark the location of their buried infrastructure.

So know what's below! Always contact MISS DIG 811 before you dig. It's fast, it's FREE, and it's the law.

You'll Know What's Below by the Different Flags, Stakes, or Paint.



**Please note that not every underground line may be located and marked when using the MISS DIG 811 service. Only public utilities such as gas, electricity, and cable/phone lines owned by area providers will be marked. They can not locate privately owned lines, such as wells, septic tanks, irrigation, and privately installed lines.*

Visit missdig811.org for more information.

PERMITTING PROCESS WITH SAFEBUILT

1. Applicant shall obtain Zoning Application from Homer Village office or Village website at Homervillage.org
2. After submitting to the Village Zoning Administrator, applicant will be advised typically within 3-5 business days of review results.
3. Once zoning is approved, applicant shall submit a check, money order or cash to the Homer Village office in the amount of any fee required by the Village. Check or money order shall be made out to the Village of Homer. This application will then be submitted to Safebuilt by the Village.
4. The Safebuilt building permit review process may take 7-10 to complete.
5. After the permit application process is completed, Safebuilt to advise applicant and Homer Village the cost, which shall be submitted to the Village of Homer.
6. When this payment is made, the Village of Homer shall advise Safebuilt by email of payment.

Village of Homer Office
517-568-4321

Safebuilt
269-729-9244