



ANTWERP TOWNSHIP HOME OCCUPATION REGISTRATION*

The Antwerp Township Zoning Ordinance requires the operator of a home occupation to register the business with the Zoning Administrator. A home occupation must comply at all times with the conditions listed on Page 2 of this form. As long as the home occupation complies with these conditions, no further approvals or licenses are required (a building permit may still be required if the business requires new construction, HVAC, electrical or plumbing).

Some businesses that do not meet the conditions may be allowable as a **home based business**. A home based business requires approval of a special land use. If your desired business requires special land use approval, please contact the Township Office or the Zoning Administrator (see contact information on Page 2).

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): _____ E-mail: _____

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. I have read the requirements for a Home Occupation, as stated on the back of this form, and I further certify that the home occupation at the above address conforms with the requirements.

Signature: _____ **Date:** _____

Applicant is the: Owner Lessee

Property Owner's Name (if different from applicant): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): _____ E-mail: _____

Description of Home Occupation (attach additional sheets if necessary):

*This form is not to be used for the home occupation of a primary caregiver providing medical marihuana, in accordance with the Antwerp Township Zoning Ordinance and state law. Contact the Township for the appropriate form.

RETURN FORM TO TOWNSHIP OFFICES UPON COMPLETION

TO BE COMPLETED BY TOWNSHIP	
Date application received and accepted: _____	Staff Initials: _____
Date forwarded to Zoning Administrator: _____	Staff Initials: _____
Zoning Administrator comments _____	
Zoning Admin. approval _____	Date: _____

Note: Information contained in this application, as well as supporting documentation, may be subject to review by the public if a Freedom of Information Act Request is filed.

ANTWERP TOWNSHIP: HOME OCCUPATIONS

A *home occupation* is defined as: “Any use customarily and traditionally conducted entirely within a single family dwelling or accessory structure which, except for a sign allowed by this Ordinance, is generally not discernible from outside the dwelling, is carried on by the occupant(s) thereof, only utilizes equipment customarily found in a single family dwelling, such as a computer and computer peripherals, telephone, and similar, and which is clearly incidental and secondary to the use of the residence for dwelling purposes” (Section 2.5, Antwerp Township Zoning Ordinance).

A home occupation is permitted as an allowed accessory use in any residential zoning district. A home occupation is approved by the Zoning Administrator. As long as the home occupation is operated in accordance with the requirements of the Zoning Ordinance, no further approvals or licenses are required.

HOME OCCUPATION OPERATIONAL REQUIREMENTS

Section 5.4.D of the Zoning Ordinance lists the operational requirements for a home occupation:

1. A home occupation must be clearly incidental to the use of a dwelling unit for residential purposes.
2. No more than 20 percent of the total floor area of the dwelling unit maybe used in connection with a home occupation.
3. No portion of the home occupation, other than incidental storage, may be conducted within a detached accessory structure.
4. The use shall be conducted within the dwelling by resident occupants. No nonresident employees shall be allowed.
5. There shall be no outside evidence of the home occupation, except that one, non-illuminated window sign or wall sign attached to the front of the dwelling with an area of not more than four square feet shall be permitted.
6. There shall be no exterior storage of materials to be used in conjunction with a home occupation.
7. The sale of products and consumer goods shall be prohibited except for the sale of products or goods produced or fabricated on the premises as a result of the home occupation. A retail showroom, sales area, outlet or similar facility is prohibited.
8. The use shall not create additional pedestrian, automobile or truck traffic in excess of the normal amount typical for a residential use. Client or customer visits to the site shall normally be limited to not more than three per day, and 10 per week.
9. In no case shall a home occupation be open to the public at times earlier than 7:00 a.m. nor later than 9:00 p.m.
10. The home occupation shall not require the regular need for delivery of materials to and from the premises by commercial vehicles over 12,000 lbs. GVWR (gross vehicle weight rating).
11. No hazardous materials other than those commonly found within a residence shall be used or stored on the site. Such materials and equipment shall be limited to quantities that do not constitute a fire, health or safety hazard
12. No offensive noise, vibration, smoke, dust, odors, heat or glare shall be produced.

By signing this form on the front side, you are certifying that the home occupation will be operated only in conformance with the above requirements.

FOR MORE INFORMATION

See the Township web site, www.antwerptownship.com, or contact:

Township Offices
24821 Front Street
Mattawan, MI, 49071-9598
(269) 668-2615

Zoning Administrator:
David Jirousek, AICP
616-540-1794
hcplanning@outlook.com