



Columbia Charter Township  
Jackson County, Michigan  
8500 Jefferson Road  
Brooklyn, MI 49230

Phone: (517) 592-2000  
Fax: (517) 592-8115  
[www.twp.columbia.mi.us](http://www.twp.columbia.mi.us)

## HOME OCCUPATION ACKNOWLEDGEMENT

### Owner Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parcel Number (Tax ID): 000-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_ Zoning District: \_\_\_\_\_

### Type and Description of Business:

\_\_\_\_\_  
\_\_\_\_\_

### Article 20, Section 20.9: Home Occupations:

**Home Occupations** are defined as: An occupation or profession conducted on the same lot as an occupied dwelling, accessory to and incidental to the principal residential use of the premises, and complies with the standards of Section 20.9 of the Columbia Charter Township Zoning Ordinance.

Class 1 Home Occupation: A home occupation that is conducted entirely within the dwelling, including an attached garage, and complies with the provisions of Section 20.9 of the Columbia Charter Township Zoning Ordinance.

Class 2 Home Occupation: A home occupation that is conducted wholly or in part outdoors or in an accessory building, and complies with the provisions of Section 20.9 of the Columbia Charter Township Zoning Ordinance.

Authorization: The operating or conducting of a home occupation is permitted according to the regulations and standards of Section 20.9 of the Columbia Charter Township Zoning Ordinance.

Class 1 Home Occupation: A Class 1 Home Occupation is permitted as an accessory use to the principal residential use of a lot and shall comply with the standards of subsection (C) below.

Class 2 Home Occupation: A Class 2 Home Occupation is classified as a special land use and permitted in the AG and RR Districts only, and shall be subject to the provisions of Article 15 and the standards of subsection (C) below. A permit issued for such home occupation shall clearly delineate any conditions upon which such approval is granted. In addition to the information required by Article 15, an application for a Class 2 home occupation shall also include a detailed description of the character of the home occupation such as service or product offered; the number of full-time and part-time employees of the business and the frequency at which such employees will be present at the site; the type and frequency of vehicular traffic to be generated by the home occupation; the location of all parking, delivery and storage areas; and proposed landscaping/screening in association with any outdoor area, including parking and storage areas, to minimize negative impacts on nearby properties.

**Please initial that you acknowledge each of these requirements.**

**Standards:** Class 1 and 2 home occupations shall comply with the following standards:

\_\_\_\_\_ 1. The occupation shall be clearly secondary and incidental to the use of the dwelling as a place of residence, and shall not result in a change to the essential residential character of the premises including both the dwelling and yard areas. The dwelling shall have no exterior evidence of the home occupation except for a sign as permitted by Article 9.

\_\_\_\_\_ 2. The occupation shall not produce any noise, odors, vibration, vapors, fumes or smoke detectable to normal sensory perception beyond the lot lines. No equipment or process shall be used which creates electrical interference in any radio, television, or communication receivers off the premises, or cause fluctuations in line voltage off the premises. No home occupation shall present fire, explosion or radioactivity hazards.

\_\_\_\_\_ 3. A resident of the dwelling on the lot shall be actively and personally engaged in and be responsible for all home occupation operations.

\_\_\_\_\_ 4. The home occupation shall not involve the use or storage of explosive, flammable, or otherwise hazardous materials and waste not otherwise of a customary household nature, except as may be authorized in the case of a Class 2 home occupation. Refuse generated by the occupation shall be safely and properly disposed.

\_\_\_\_\_ 5. A Class 1 home occupation shall not occupy an area greater than thirty percent (30%) of the gross floor area of the dwelling excluding the basement. A Class 2 home occupation shall not occupy a total area, including indoor and outdoor facilities, greater than fifty percent (50%) of the gross floor area of the dwelling.

\_\_\_\_\_ 6. In the case of a Class 1 home occupation, no more than one (1) employee shall be present on the premises during the ordinary course of business, excluding employees residing in the dwelling. In the case of a Class 2 home occupation, no more than two (2) persons shall be present on the premises during the ordinary course of business, excluding employees residing in the dwelling, provided this provision shall not prohibit the arrival of up to two (2) additional employees to the premises for the purpose of receiving daily instructions for work to be performed elsewhere and provided there is compliance with subsection (7) below.

\_\_\_\_\_ 7. All traffic to and from the home occupation shall not result in more than ten (10) pedestrian or vehicular arrivals during the daily course of business, including those by customers, salesmen, delivery persons, or other business visitors.

\_\_\_\_\_ 8. All driveways serving home occupations shall comply with the locational standards of the Jackson County Transportation Department or Michigan Department of Transportation, according to the jurisdictional agency.

\_\_\_\_\_ 9. No portion of a Class 1 home occupation shall be located outdoors including the storage of equipment and materials. No portion of a Class 2 home occupation shall be located outdoors except as may be expressly authorized as part of an approved site plan, where the Township Board determines adequate screening measures are to be in place to minimize its visual and audio impacts on nearby roads and lots.

*I have read the foregoing home occupation regulations and agree to abide by them in conjunction with the issuance of the associated Zoning Permit for the home occupation business described above.*

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>FOR OFFICE USE ONLY</u></b>	
Date Received: _____	Tax ID #: 000-____-____-____-____-____
Zoning Administrator: _____	Zoning Permit #: _____