



GRAND HAVEN CHARTER TOWNSHIP

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**HOME BASED BUSINESSES PERMIT APPLICATION**

Application Type	Fee
Minor Business	\$25
Major Business	*

*\* Requires Special Land Use Approval*

**Applicant Information** *(Applicant is responsible for doing the work)*

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

**Property Information**

Address/Parcel No. \_\_\_\_\_

Parcel Size *(acres)* \_\_\_\_\_ Current Zoning \_\_\_\_\_

**Business Description**

Describe the business and how it complies with the Home Based Business requirements

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Include a completed Business Registration Form with this application.**

I hereby attest the information on this application is, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*



## Section 14.03

# MINOR HOME BASED BUSINESSES.

- (A) The operation of a Home Based Business shall be conducted solely within a Dwelling Unit and not within any detached Accessory Building located upon the Lot, except for incidental storage of equipment or materials.
- (B) The Home Based Business shall be conducted solely by the person or persons occupying the Lot as their principal residence, except that up to four (4) employees may meet at the Main Building solely for purposes of receiving instructions regarding work to be conducted at another site or collecting equipment or materials necessary for their work at another site, or documents related to their employment.
- (C) The Dwelling Unit shall have no exterior evidence, to indicate the Dwelling Unit is being utilized for a Home Based Business.
- (D) The floor area used for the Home Based Business shall not exceed twenty-five percent (25%) of the Gross Floor Area of the Dwelling Unit.
- (E) Only goods produced as part of the Home Based Business, or goods clearly incidental to the operation of the Home Based Business may be sold on the Lot, and the goods shall not be visibly on display from outside the Main Building, nor shall any Sign or device be permitted advertising such sale.
- (F) No outside storage of equipment is permitted on the Lot.



## Section 12.21

**HOME BASED BUSINESSES.**

- (A) Minor Home Based Businesses: [See Section 14.03.](#)
- (B) The following standards shall apply to Major Home Based Businesses:
- (1) The operation of a Home Based Business shall be conducted within the Dwelling Unit, attached or detached Accessory Building, or rear yard.
  - (2) The Home Based Business shall be conducted by the person or persons occupying the Lot as their principal residence and up to two (2) on-site employees. Additional employees may meet at the Main Building solely for purposes of receiving instructions regarding work to be conducted at another site or collecting equipment or materials necessary for their work at another site, or documents related to their employment.
  - (3) One parking space per employee is required. Parking on grass is prohibited. Spaces for employees must be on a hard surface. On-street parking shall not be counted towards required parking space.
  - (4) The Home Based Business shall not create negative impacts on surrounding residential property, in the opinion of the Planning Commission.
  - (5) The floor area used for the Home Based Business shall not exceed fifty percent (50%) of the Gross Floor Area of the Dwelling Unit.
  - (6) No in-person retail sales may take place as part of the Major Home Based Business (online or mail order retail is permitted, as is wholesale). Additionally, no on-site service shall be provided to a customer on the site of the Major Home Based Business. It is the intent of these regulations to limit the number of customers visiting the site of the Major Home Based Business as much as possible.
  - (7) Outside storage must be located in the rear yard and must be fully screened from surrounding properties by an opaque fence.
  - (8) In the event of complaints by surrounding property owners or occupants, the Planning Commission shall hold a public hearing and determine whether the Home Based Business is in violation of this Ordinance. Home based businesses found in violation of this Ordinance shall be subject to the voiding of their Special Land Use permit.