



BUSINESS START UP CHECKLIST

CONTACT THE PLANNING & ZONING DEPARTMENT – 248-887-3791 ext. 2

Check The Zoning And Apply For A Land Use Permit

You should always check with the Planning & Zoning Department before making any decisions on a new business location. Businesses must be located in the appropriate zoning district. Zoning districts have land uses that are allowed by right and land uses that are allowed with a special use permit. If it is determined that a use is allowed in a specific district, then you may apply for a Land Use Permit. If it is determined that a use is a special use in a specific district, then you will need to obtain approval from the Planning Commission before a Land Use Permit is issued.

Home occupations located in residential districts must also apply for a Land Use Permit and meet the requirements in zoning ordinance Chapter 25, Section 8.06.

AFTER LAND USE PERMIT HAS BEEN ISSUED

Apply for permits through the Building Department – 248-887-3791 ext. 8

Any alterations to the building or unit that you will occupy shall require permits before any work is started. Types of alteration requiring permits include but are not limited to electrical, plumbing, HVAC, or structural changes.

Check for Sign Regulations

The Planning & Zoning Department can advise as to what size and type(s) of signs are allowed. Permits are required for almost all types of signs and must be issued before signs are installed.

Contact the Assessing Department – 248-887-3791 ext 3

The assessing department can discuss personal property taxes if you are unfamiliar with them.

NOTE:

New businesses must include a floor plan of the building or unit with the Land Use Permit/ Business Registration application. Please see the example included with the application.

If the business is a temporary use (example: food truck, fireworks stand, etc.), then you must include with the application a site plan showing how the temporary use will be situated on the property. You will then need to go before the Planning Commission to request approval before a Land Use Permit is issued.

A flow chart for possible requirements is on the reverse side. The Planning & Zoning Department can advise you on the estimated time frame for your business to begin operations as well as any fees that may be required.

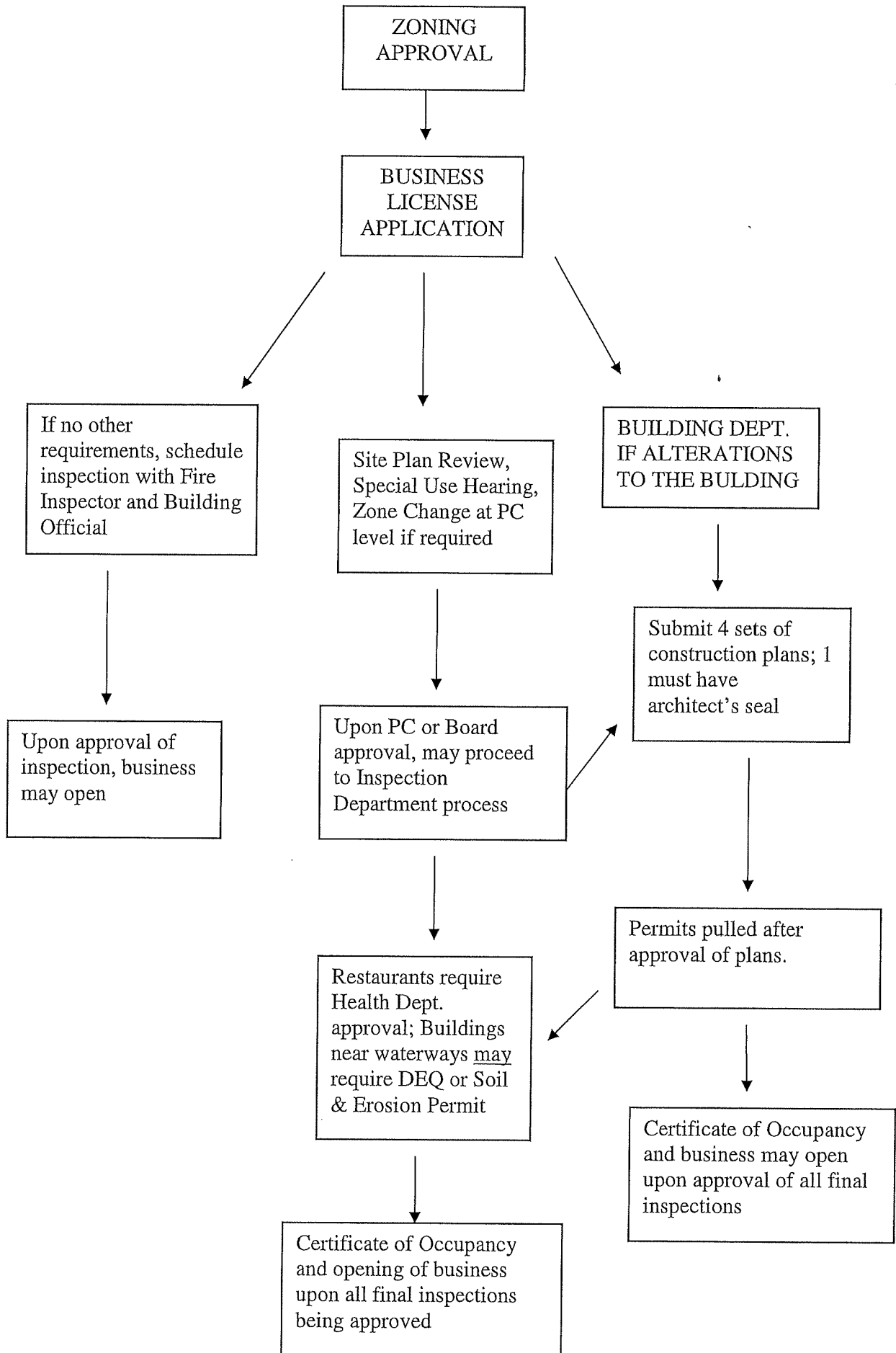
LAND USE PERMIT APPLICATION INFORMATION

As part of our process, staff looks back at the original site plan and examines the Zoning Ordinance to determine compliance. Staff makes a determination as to what is required to bring the site into compliance with the approved site plan and/or Zoning Ordinance after an onsite inspection is made. There may be items that require the attention of the property owner. Examples of common requirements are improvements to landscaping, restriping of parking lots, replacement of ADA signs, replacement or repair of light fixtures, etc. These are examples only and will be different from site to site. Those items identified in the review must be completed or installed prior to issuance of a land use permit.

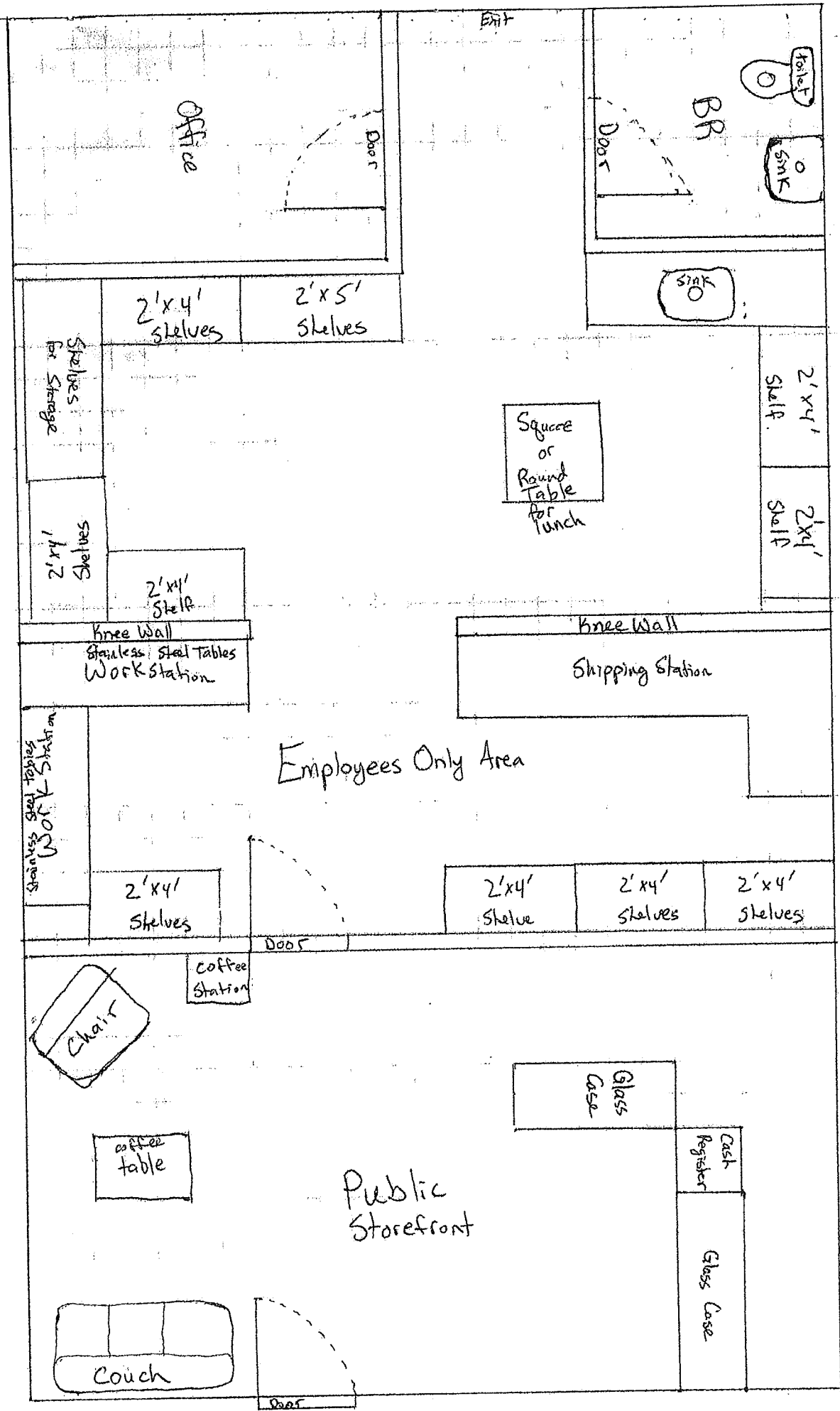
The Zoning Ordinance also allows posting of a performance guarantee equal to 150% of the estimated cost of completion. The guarantee would be in the form of a cash deposit or automatically renewable irrevocable letter of credit. Please refer to Zoning Ordinance Section 3.09 for more details about this.

Section 3.05. Land Use Permit. (excerpt from Zoning Ordinance)

- A. No new use or change of use for a building, structure or land may be established unless a Land Use Permit has first been issued. The purpose of the Land Use Permit is to ensure that a proposed use is permissible within the subject Zoning District, that other requirements of the Zoning Ordinance have been met and to ensure that the site conditions comply with any site plan approved by the Planning Commission.
- B. Applications for Land Use Permits for uses other than Class A Farm Markets and single-family dwellings shall be accompanied by a site plan approved by the Planning Commission or by a sketch plan meeting the requirements of Table 5.2, Site Plan and Sketch Plan Submittal Requirements, as appropriate.
- C. Applications for Land Use Permits for Class A Farm Markets and single family homes and accessory structures and uses (including, but not limited to, accessory structures such as sheds, pools, fences and the like) shall be accompanied by a plot plan drawn to scale, providing the following information:
 - 1. The actual shape, location and dimensions of the lot.
 - 2. The shape, size and location of all buildings or other structures to be erected, altered, or moved and of any building or other structures already on the lot.
 - 3. The location of drives, access ways, easements, septic tanks, wells, overhead and underground utilities, and drain fields.
 - 4. The location of water bodies and water courses including the ordinary high water mark and floodplain elevations, where applicable.
 - 5. The existing and intended use of the lot and of all such structures upon it, including in residential areas, the number of dwelling units the building is intended to accommodate. The Zoning Administrator may require floor plans and elevations.
 - 6. The Zoning Administrator may require a field survey to establish locations of property lines and improvements.
 - 7. Such additional information as may be required to review the application for conformance with this ordinance and to determine that the provisions of Article 5, Site Plan Review, are not applicable.
- D. No Land Use Permit shall be issued unless the Zoning Administrator has first determined that the use is allowable within the Zoning District and complies with local, county, state and federal regulations.
- E. No Land Use Permit shall be issued unless the Zoning Administrator has first determined the minimum level of improvements necessary to bring a site into compliance with applicable zoning regulations and with any site plan approved by the Planning Commission.
- F. No sign permits shall be issued until a Land Use permit has first been issued.



Example Floor Plan





NEW BUSINESS
REGISTRATION
LAND USE
APPLICATION

Parcel ID # _____

Parcel Zoning: _____

Business Name: _____

Business Phone: _____

Site Address: _____

Zip: _____

Days & Hours of Operation: _____

Square Footage: _____

Describe Business Operations in Detail: _____

List Hazardous Materials: _____

Business Owner's Name: _____

Mailing Address: _____

Zip: _____

Email Address: _____

Phone: _____

Property Owner's Name: _____

Mailing Address: _____

Zip: _____

Email Address: _____

Phone: _____

MUST INCLUDE A SCALED SITE PLAN AND/OR SCALED DRAWING OF INTERIOR FLOOR PLAN

EMERGENCY CONTACTS: (BREAK IN, FIRE, BUILDING PROBLEMS)

Contact # 1: _____

Phone: _____

Contact # 2: _____

Phone: _____

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I FULLY UNDERSTAND THE BUSINESS REQUIREMENTS OF THE CHARTER TOWNSHIP OF HIGHLAND. I FURTHER UNDERSTAND THAT IF ANY CHANGES OCCUR FROM THOSE LISTED OR REQUIRED BY THE TOWNSHIP, INCLUDING BUT NOT LIMITED TO: STORAGE OF COMBUSTIBLE MATERIALS, CHANGES IN THE NATURE OF THE BUSINESS, CHANGES OF OWNERSHIP, EMERGENCY CONTACT INFORMATION, ETC. THEN I MUST NOTIFY THE CHARTER TOWNSHIP OF HIGHLAND IN WRITING WITHIN (10) BUSINESS DAY OF SAID CHANGES.

APPLICATION SIGNATURE

PROPERTY OWNER SIGNATURE

PRINT NAME

PRINT NAME

OFFICE USE ONLY

STAMP DATE RECEIVED:

Zoning__ Building__ Fire Marshal__ Assessor__ Treasurer__ Clerk__ Supervisor__ DDA Director__