



City of Romulus PLANNING DEPARTMENT
734-955-4530 --12600 Wayne Road, Romulus, MI 48174

**APPLICATION FOR ZONING COMPLIANCE OF EXISTING STRUCTURES
(REOCCUPANCY)**

Address of Structure _____ Suite # _____
Property I.D.# _____ Zoning _____ Use Group _____
Sq. Ft. _____ Total Sq. Ft. of Building if part of Multi-tenant Building _____

Name of Proposed Business _____

Name of Applicant _____
Address _____ City _____ State _____ Zip _____
Telephone No. _____ Email Address _____ Fax No. _____
Property Owner _____
Address _____ City _____ State _____ Zip _____
Telephone No. _____ Email Address _____ Fax No. _____

A reoccupancy fee of \$500.00 (\$375.00 for Multi-Tenant Building) must be provided at the time of submittal. In order to process this application, the following information must be provided on a separate sheet of paper:

1. A detailed use statement containing the following:

- Name, address and home telephone number of proposed business proprietor
- Name of proposed business
- Current and proposed use of structure(s) to be re-occupied
- Square footage of principle building and all use areas
- Detailed description of proposed business
- Number of employees Hours of operation Number, sizes, types and purposes of trucks
- Description of any proposed site modifications
- Anticipated traffic volumes including daily and peak hour vehicle and truck trips

Is the property vacant? Yes No If so, for how long? _____

Is outdoor storage, sales, display proposed, including trucks and trailers? Yes No

Description of all outdoor storage/staging including trucks and trailers; sales/display areas; seating

Does the principal use involve hazardous materials as defined by MCL 324? Yes No If yes, an

Environmental Protection Screening Application must be submitted to the Building and Safety Department

2. Site plan, survey or plot plans and floor plans (existing and proposed). Plan sheets shall be legible and shall be prepared by a person competent and knowledgeable to prepare such documents. Plot plans shall depict all of the following:

- | | |
|---|--|
| <input type="checkbox"/> Lot lines and property dimensions | <input type="checkbox"/> Exterior lighting |
| <input type="checkbox"/> Building dimensions and setbacks | <input type="checkbox"/> Existing landscaping |
| <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Existing and proposed signage |
| <input type="checkbox"/> Paved, gravel areas | <input type="checkbox"/> Fences and screening walls |
| <input type="checkbox"/> Dumpster location and screening | <input type="checkbox"/> Parking layout, dimensions and calculations for use |
| <input type="checkbox"/> Areas and description of proposed outdoor storage (including trucks and trailers stored overnight) | |

City of Romulus
Planning Department
Application for Zoning Compliance of Existing Structures (Reoccupancy)

- 3. - Copy of applicant's driver's license is required at time of filing
- SEMCOG Nonresidential Development Project Form
- 4. Upon issuance of a Certificate of Occupancy, submit a business registration application with the City Clerk, located at 11111 S. Wayne Road.

**OCCUPANCY OF THIS BUILDING IS NOT PERMITTED WITHOUT A
CERTIFICATE OF OCCUPANCY!**

I attest that all provided information is true to the best of my knowledge.

Applicant Name (Print) _____

Signature of Applicant _____ Date _____

Owner/Agent Name (Print) _____

Signature of Owner/Agent _____ Date _____

Notary for Property Owner:

Subscribed and sworn before me, this ___ day
of _____ 20___. A Notary Public in and for
_____ County, Michigan.

(Signature)
Notary Public
My Commission expires _____, 20___.

FOR DEPARTMENT USE ONLY

Zoning Compliance:

- Approved
- Approved with Contingencies
- Not Approved

Authorized Signature

Date

