

City of Richmond, Michigan

Home Based Business



Zoning Compliance Application

Purpose

The purpose of this form is to determine whether your Home Occupation conforms to the City's zoning regulations. There is no fee associated with submitting this information or operating a Home Occupation.

Definition of a Home Occupation (Section 25.02 of Zoning Ordinance)

1. **Home Occupation:** Any business, occupation or activity undertaken for compensation within a dwelling unit that is incidental and secondary to the use of the structure as a dwelling unit.
 - a. **Hobby.** An incidental activity carried on by the occupant of the premises for personal enjoyment, amusement or recreation, where the articles produced or constructed are not sold and the activity is not obnoxious or offensive by reason of vibration, noise, odor, dust, smoke or fumes.
 - b. **Home Office.** An activity by the occupant of the premises within a dwelling unit that is incidental and secondary to the use of the structure as dwelling unit, in which work for compensation may include receiving or initiating telephone calls, mail, facsimiles or electronic-mail; preparing or maintaining business records; word or data processing; and similar activities.

Home Occupation Regulations (Section 6.205 of Zoning Ordinance)

Home occupations shall be subject to the following:

A. Use Standards.

1. **Intensity of use.** Home occupations must be clearly incidental and secondary to the use of the dwelling as a residence. No more than twenty five percent (25%) of the habitable floor area of the residence, and twenty five percent (25%) of the floor area of any accessory structure may be used for the home occupation.
2. **Employment.** No outside persons shall be employed in the home occupation, other than the dwelling occupants.
3. **Customer or client visits.** A home occupation shall not generate more than 10 customer or client visits per day, nor more than 20 customer or client visits per week. No more than two (2) customers or clients may be present at any given time.
4. **Parking and deliveries.** Traffic generated by a home occupation shall not be greater in volume than that normally generated by a typical residence in the neighborhood. Home occupations shall be limited to the parking or storage of one (1) commercial vehicle on the premises not exceeding a three-quarter (3/4) ton capacity, provided such vehicle is directly related the home occupation. Delivery vehicles used to deliver goods to a home occupation are limited to automobiles, passenger vehicles, mail carriers and express package carriers.
5. **Hours of operation.** Customer or client visits, and deliveries associated with the home occupation shall be limited to between the hours of 8:00 a.m. and 8:00 p.m.

B. Permitted Home Occupations.

The following uses shall be permitted as home occupations:

1. Home offices for such professionals as architects, doctors, brokers, engineers, insurance agents, lawyers, realtors, accountants, writers, salespersons and similar occupations.
2. Personal services, including barber shops, beauty parlors, manicure and pedicure shops, grooming, catering, and chauffeuring services.
3. Home office for a massage therapist, subject to the standards of Section 6.304 (Therapeutic Massage).
4. Tutoring, and studios for artists, sculptors, musicians, and photographers.
5. Workshops for tailors, dressmakers, milliners, and craft persons, including weaving, lapidary, jewelry making, cabinetry, and wood-working.
6. Repair services, limited to watches and clocks, small appliances, bicycles, computers, electronic devices, and similar small devices.
7. Home occupations not specifically listed may be permitted as a special land use by the Planning Commission, subject to the provisions of this Section, and Article 17 (Special Land Uses).

C. Prohibited Uses.

The following uses are expressly prohibited as a home occupation:

1. Motor vehicle, recreational vehicle or small engine repair; bump and paint shops; and salvage or storage yards.
2. Kennels, animal shelters, and veterinary clinics.
3. Medical or dental clinics.
4. Retail sales of merchandise, and eating or drinking establishments.
5. Undertaking and funeral homes.
6. Adult uses and sexually-oriented businesses.
7. Uses similar to the above listed uses, or any use which would, in the determination of the City Planner, result in nuisance factors as defined by this Ordinance.

D. Other Prohibited Activities.

Home occupations shall not include:

1. Outdoor display or storage of materials, goods, supplies or equipment used in the home occupation.
2. The use of machinery, equipment or facilities not commonly incidental or accessory to a residential dwelling.

3. Changes or alterations to the character or appearance of the residence.
4. Use of any signs or outside displays on the premises, except as permitted for residential dwellings in Article 13 (Signs).
5. Parking of vehicles on the site or within the street right-of-way in excess of the amount customarily incidental to a single-family dwelling.

E. Violations.

Failure to maintain a lawfully established home occupation in compliance with the standards of this Section or any conditions of approval shall be a violation of this Ordinance. Upon complaint, and verification of a violation by the City Planner, the operator of the home occupation shall be notified by the City, and shall have 10 working days to correct the violation. If the violations are not corrected within that time, the permit to operate the home occupation shall be revoked and all related activities shall cease.

Failure by the operator to allow a zoning inspection or provide reasonable information to the City to verify compliance with this Section shall be a violation of this Ordinance.



ZONING COMPLIANCE OF HOME OCCUPATIONS

CONTACT INFORMATION

Name: _____

Address: _____

Telephone/Fax: _____

BUSINESS INFORMATION

1. Name of Business: _____

2. Description of Business: _____

3. Days/Hours of Business Operations: _____

4. Size of Residence: _____ ft²

5. Area Occupied by Business: _____ ft² (attach floor plan illustrating location and dimensions)

6. Percentage of Residence being used for the Business: _____ %

7. Will all business activity be conducted entirely within the residence? Yes No

8. Number of Staff: _____ 9. Does all staff live in the residence? Yes No

10. Is accessory building and/or garage used for the business? Yes No

11. How often will people come to your home regarding business? _____ visits per day (include deliveries to business)

12. Is a sign proposed or being used by the Home Occupation? Yes No

13. Size of sign: _____ 14. Location of sign: _____

15. Will the business require any alterations to the exterior of the residence? Yes No

16. Will any material or equipment be stored outside the residence? Yes No

APPLICATION CERTIFICATION

By signature attached hereto, I certify that the information provided within this application and accompanying documentation is, to the best of my knowledge, true and accurate. Furthermore, I acknowledge that failure to comply with the City of Richmond's Home Occupations regulations will be deemed a violation of the Zoning Ordinance.

By: _____
(Signature of Applicant)

Name: _____
(Type/Print)

Date: _____

City Use Only – Please Do Not Write in This Section

Planning Department

Date application received:

Staff review date:

Staff reviewer:

Home Occupation complies with regulations: Yes No

If no, why not?
