

ONTWA TOWNSHIP

County of Cass * State of Michigan

Office of Zoning Administration and Code Enforcement

26225 U.S. 12 * P.O. Box 209 * Edwardsburg, MI. 49112

Phone: (269) 663-2347 * Fax: (269) 663-0072

E-Mail: zoningandcodeadm@gmail.com

HOME OCCUPATION / HOME BUSINESS LICENSE RENEWAL

Please Read:

A Renewal Application must be applied for in order to continue a Home Occupation or Business. The application must be filled completely and returned to Ontwa Township before January 31, of the new year. The Renewal Fee is \$25.00, cash or check. If paid by check submit to Ontwa Township. Approval of RENEWAL application is required before a license can be issued. In the case of a Renewal request for a Home Business License, the application must be approved by the Ontwa Township Planning Commission. If the Township received complaints during the year, concerning your business operation, you may be asked to come before the Planning Commission to answer the complaint(s). Failure to secure a license will result in a penalty added to the fee and/or your business closed.

Please print or type

Renewal Fee: \$25.00

Check One: Home Occupation Renewal Home Based Business

Applicant(s) Name(s): _____

Address: _____

Telephone / Cell Number: _____

Activity still being conducted in: Residence:
 Attached Garage:
 Accessory Building:
 Other:

Describe activity: _____

Hours of Operation: _____

Noise Control Measures: _____

Toxic or Hazardous Materials Involved? Yes No

If yes, (Describe and advise how these materials will be handled on site:) _____

Applicant(s):

Property Owner (if different than applicant)

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

AFFIDAVIT: I (WE) THE UNDERSIGNED AFFIRM THAT THE FORGOING ANSWERS, STATEMENTS, AND INFORMATION IS IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I (WE) THE UNDERSIGNED UNDERSTAND THAT THE HOME OCCUPATION/ BUSINESS RENEWAL LICENSE APPLIED FOR, IF GRANTED, MAY BE ISSUED ON THE REPRESENTATIONS MADE HERIN. THE LICENSE SHALL AUTOMATICALLY BE REVOKED UPON THE SALE, LEASE OR RENTAL OF THE PREMISES TO A PARTY OTHER THAN THE APPLICANT (S), AND/OR THE CONDITIONS OF THE LICENSE HAVE BEEN VIOLATED, EITHER BY INTENT OR BY THE UNFORSEEN NUISANCE CONDITIONS ARISING FROM ITS OPERATION.

THE ZONING ADMINISTRATOR WILL REVIEW THE LICENSE FOR ANY NEGATIVE COMMENTS RECEIVED DURING PRECEDING YEAR FROM RESIDENTS IN THE SURROUNDING AREA IN WHICH THE LICENSE IS GRANTED. IF CONCERN TO DISCONTINUE THE LICENSE ARISES, RENEWAL WILL GO TO THE PLANNING COMMISSION FOR THEIR DECISION. IF THIS OCCURS, I (WE) WILL BE NOTIFIED AND A PUBLIC HEARING WILL BE HELD IN MARCH, OF THAT YEAR OF RENEWAL, TO DETERMINE RENEWAL OF THE LICENSE.

INSTRUCTIONS

Return this completed application to the Ontwa Township Zoning Administrator, located in the Ontwa Township Office on US 12. Office information is listed below.

SPACE BELOW FOR TOWNSHIP USE ONLY

Date Received: _____

Amount: _____

Cash:

Check: Check #: _____

Approved: _____ Disapproved: _____

Reason for Disapproval: _____

LeRoy R. Krempec

Zoning & Code Enforcement Officer

Ontwa * Village of Edwardsburg

Office Hours

Ontwa Township & Village of Edwardsburg (In Ontwa Twp)

Mondays * Tuesdays 9:00 a.m. to 3:00 p.m. * Saturdays 9 a.m. to 12 noon

Tel: 269-663-2347 Email: zoningandcodeadm@gmail.com

CC: Tina VanBelle – Township Clerk