



**VILLAGE OF WEBBERVILLE
RE-USE AND/OR RE-OCCUPANCY APPLICATION**

FEE \$350.00

Paid

Date _____

Location address _____

Business name _____

Applicant _____ Owner Renter

Mailing Address _____

_____ City State Zip code

Telephone _____ E-mail _____

Primary Contact information for Business _____

Corporate headquarters _____

Property Owner Signature _____

Granting inspections _____

Current Use _____

Proposed Use _____

Building / Site vacant? yes no If Yes, how long? _____

Interior alteration? yes no As-is/Move In
(If yes, Building permits may be required)

General Questions about the site:

Number of employees _____ Hours of Operation _____

Anticipated type of deliveries _____

Square footage _____ Type of refuse collection _____

Description of proposed use:

- Do not write below this line -

Location address _____

Forwarded to DDA (if necessary) _____ **Date** _____

Parcel ID _____ **Lots** _____

Crossroads _____

Zoning _____ **Use Permitted?** **yes** **no** **If yes -** **Permitted**
 Special use

Zoning Department Review:

Approved **Denied** **Reviewer** _____ **Date** _____

Zoning Department
517-521-3984

CERTIFICATE OF RE-USE/RE-OCCUPANCY APPLICATION PROCESS

On behalf of the Village of Webberville, the Zoning Department would like to thank you for your interest in our great Village. The following is an abbreviated description of the Certificate of Occupancy process for commercial businesses. Please contact us at the above number if you need assistance.

1. Pick up application at the Building Department located at City Hall
2. Pay fee and submit application and receipt of payment to the Building Department.
3. Application submittal shall include.
 - a. Scale and north point.
 - b. Name, address, and phone number of the applicant and the person preparing the drawing.
 - c. Zoning classification of the subject site.
 - d. Property boundary lines and dimensions; if more than one lot is included in the site, the lot lines of each lot shall be indicated.
 - e. Front, side, and rear setbacks dimensioned from the minimum location(s).
 - f. Existing and proposed driveways and edges of all existing and proposed paved surfaces, as required.
 - g. Parking spaces for the use.
 - h. The outline and dimensions of all existing and proposed exterior building walls on the site.
 - i. All exterior site improvements or modifications proposed in conjunction with the use described on the sketch plan, including, but not limited to, building construction, new pavement, landscaping, and site clearing.
 - j. A floor plan describing the use of all interior floor space.
 - k. Trash receptacles and method of screening
4. Your application will be reviewed. You will be notified of the review. If the original application is denied, a fee will be charged for each additional address/application submitted for the same use at a different location. (There is a 90- day limit to reapply).

DO NOT OCCUPY THE BUILDING OR OPEN FOR BUSINESS UNTIL THE CERTIFICATE OF OCCUPANCY has been issued. Opening your business without the required approvals is a violation of the Village Ordinance.