



## Re-Use and/or Re-Occupancy Application

115 South Main Street · P.O. Box 389 · Webberville, MI 48892 · Ph: 517-521-3984 · Fax: 517-521-3165

Fee: \$350.00      \_\_\_ Paid

Date: \_\_\_\_\_

Location Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Applicant: \_\_\_\_\_: \_\_\_ Owner \_\_\_ Renter

Mailing Address: \_\_\_\_\_

City

State

Zip Code

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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 alterations? \_\_\_ 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:

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**-Do Not Write Below This Line-**

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Location Address: \_\_\_\_\_

Forwarded to DDA (If Necessary): \_\_\_ Yes \_\_\_ No      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 OR 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 business. 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.**