



BUSINESS START UP CHECKLIST

Contact the Planning/Zoning Department - Lisa Burkhart 248-887-3791 ext. 2

Check the Zoning

You should always check the zoning before making any decision on a new business location. Businesses must be located in the appropriate zoning district. Zoning districts have land uses that are allowed by right and land uses that are allowed with a special use permit. **Next you should apply for a Land use Permit.**

Contact the Inspections Department- Jen Bosh 248-887-3791 ext. 8

Apply for Permits

Any changes or alterations to the building including electrical, plumbing or mechanical systems shall require permit be obtained **before** any work is started. The Zoning Administrator or Inspections Department can give you information for the process to follow.

Check for Sign Regulations

The Zoning Administrator can advise what size and type(s) of signs are allowed. Permits may or may not be required, depending on what is existing or will be newly installed. Building and electrical (if lighted) permits are required unless you are only replacing a panel. Always check with the Zoning Administrator before any work on signs is started.

Register Your Business - Shawn Bell, Fire Marshal 248-887-3791 ext.142

Business Registration is Required

All businesses in the Charter Township of Highland are required to obtain and annually renew a business registration through the office of the Fire Marshal. A fire inspection and building inspection will be required prior to issuing your final permits.

Contact the Assessing Department - Karen Provo 248-887-3791 ext.3

Personal Property Tax

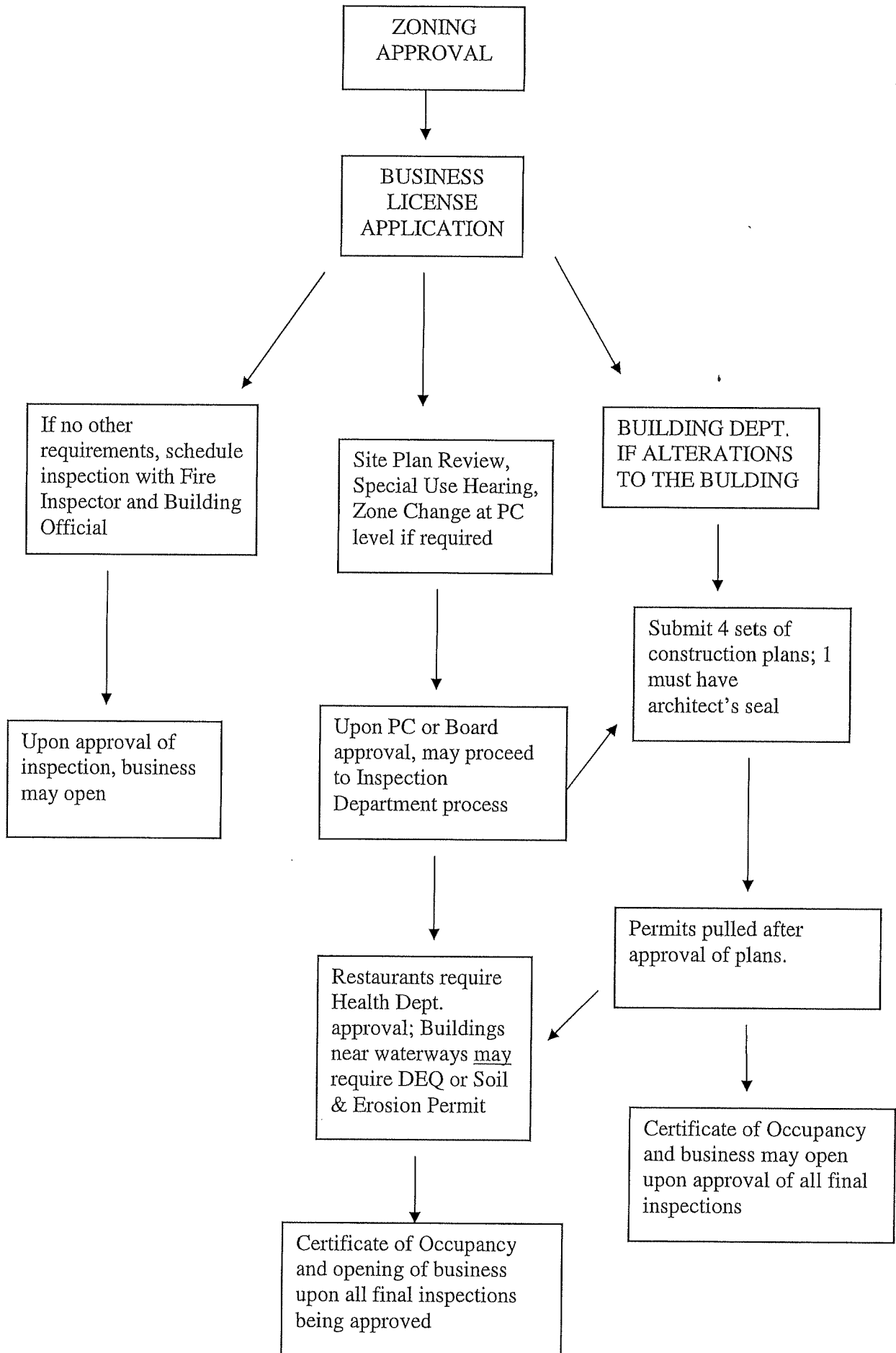
Contact the assessing department to discuss personal property taxes if you are unfamiliar with them.

NOTE:

NEW BUSINESSES (EXCLUDING HOME OCCUPATIONS) MUST SUBMIT A SEALED DRAWING SHOWING THE INTERIOR BUSINESS LAYOUT TO THE INSPECTION DEPARTMENT. (MINIMUM SIZE 11" X 17")

Application for any building, Electrical, Mechanical or Plumbing permits are available through the building department. The building department will not process any application until such time as a land use permit has been issued. Sign use permits are available through the planning & Zoning Department.

A flow chart for possible requirements is on the reverse side The Zoning Administrator can advise you of the estimated time frame for your business to start operating, and any additional fees you will incur such as Plan Review Fees.



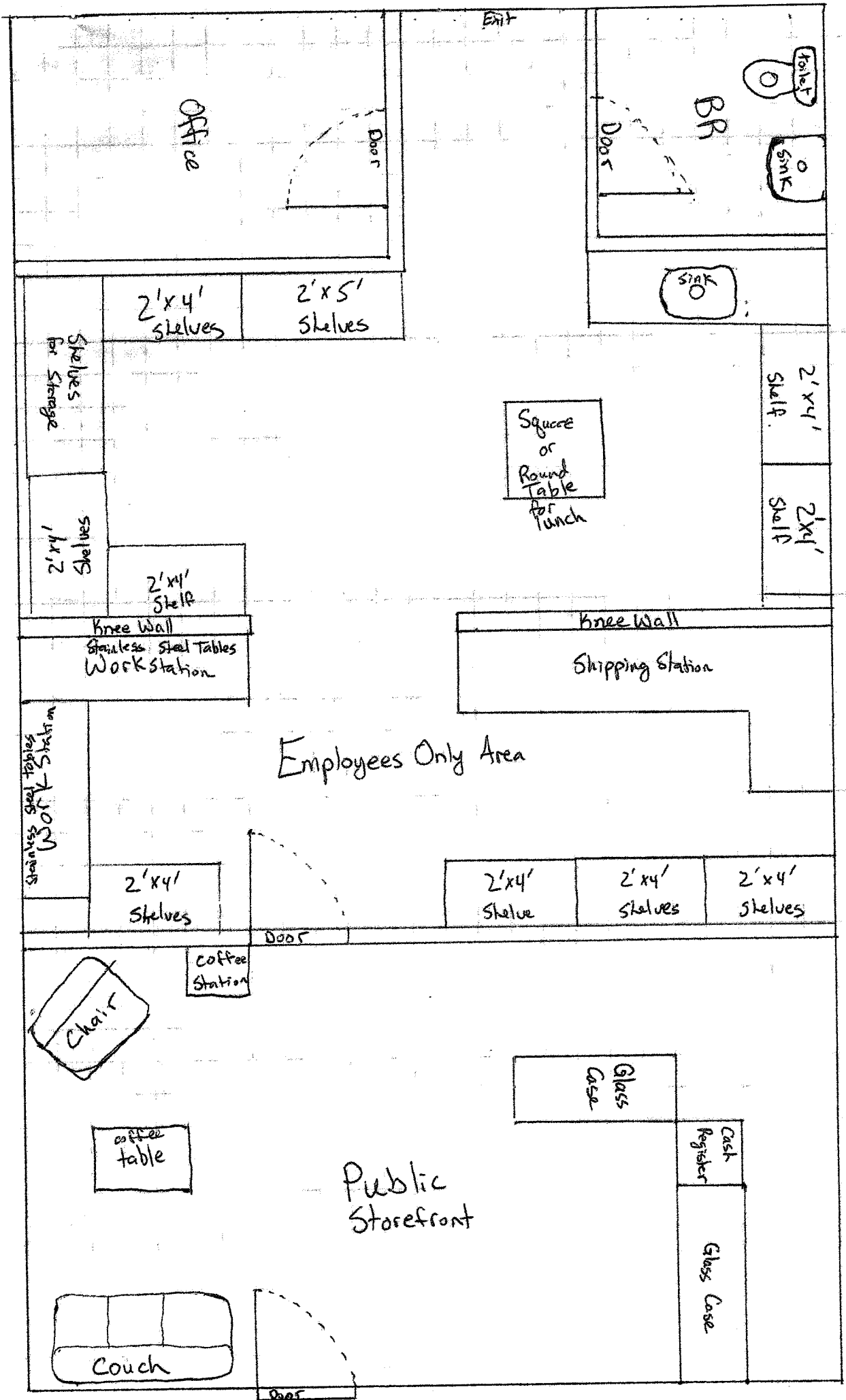
LAND USE PERMIT APPLICATION INFORMATION

As part of our process, staff looks back at the original site plan and examines the Zoning Ordinance to determine compliance. Staff makes a determination as to what is required to bring the site into compliance with the approved site plan and/or Zoning Ordinance. An onsite inspection will be made. There may be items that require the attention of the property owner. Examples of common requirements have been improvements to landscaping, restriping of parking lots, replacement of ADA signs and replacement or repair of light fixtures. These are examples only and will be different from site to site. Those items identified in the review must be completed or installed prior to issuance of a land use permit.

The Zoning Ordinance also allows posting of a performance guarantee equal to 150% the estimated cost of completion. The guarantee would be in the form of a cash deposit or automatically renewable irrevocable letter of credit. Please refer to Section 3.09 of the Zoning Ordinance for details about performance guarantees.

SECTION 3.05 LAND USE PERMIT (Excerpt from Zoning Ordinance)

- A. The Zoning Administrator shall require that every new use or change of use for a building, structure or land obtain a Land Use Permit. The purpose of the Land Use Permit is to ensure that a proposed use is permissible within the subject Zoning District and that other requirements of the Zoning Ordinance have been met. A further purpose is to ensure that the site conditions comply with any site plan approved by the Planning Commission.
- B. Applications for Land Use Permits for uses other than Class A Farm Markets and single-family dwellings shall be accompanied by a site plan approved by the Planning Commission or by a sketch plan meeting the requirements of Table 5.2, Site Plan and Sketch Plan Submittal Requirements, as appropriate.
- C. Applications for Land Use Permits for Class A Farm Markets and single family homes and accessory structures and uses (including, but not limited to, accessory structures such as sheds, pools, fences and the like) shall be accompanied by a plot plan drawn to scale, providing the following information:
 1. The actual shape, location and dimensions of the lot.
 2. The shape, size and location of all buildings or other structures to be erected, altered, or moved and of any building or other structures already on the lot.
 3. The location of drives, access ways, easements, septic tanks, wells, overhead and underground utilities, and drain fields.
 4. The location of water bodies and water courses including the ordinary high water mark and floodplain elevations, where applicable.
 5. The existing and intended use of the lot and of all such structures upon it, including in residential areas, the number of dwelling units the building is intended to accommodate. The Zoning Administrator may require floor plans and elevations.
 6. The Zoning Administrator may require a field survey to establish locations of property lines and improvements.
 7. Such additional information as may be required to review the application for conformance with this ordinance and to determine that the provisions of Article 5 Site Plan Review are not applicable.
- D. No Land Use Permit shall be issued unless the Zoning Administrator has first determined that the use is allowable within the Zoning District and complies with local, county, state and federal regulations.
- E. No Land Use Permit shall be issued unless the Zoning Administrator has first determined the minimum level of improvements necessary to bring a site into compliance with applicable zoning regulations and with any site plan approved by the Planning Commission.
- F. No sign permits shall be issued until a Land Use permit has first been issued.



Example



NEW BUSINESS
REGISTRATION
LAND USE PERMIT
APPLICATION

PARCEL ID # _____ PARCEL ZONING _____

BUSINESS NAME: _____ BUSINESS PHONE: _____

BUSINESS ADDRESS: _____

HOURS OF OPERATION: _____ SQUARE FOOTAGE: _____

PLEASE DESCRIBE YOUR BUSINESS OPERATIONS IN DETAIL: _____

ANY HAZARDIOUS MATERIALS: _____

BUSINESS OWNER'S NAME: _____ PHONE: _____

ADDRESS: _____

BUSINESS OWNER'S E-MAIL ADDRESS: _____

PROPERTY OWNER'S NAME: _____ PHONE: _____

ADDRESS: _____

PROPERTY OWNER'S E-MAIL ADDRESS _____

A SCALED DRAWING OF INTERIOR FLOOR PLAN MUST BE INCLUDED

EMERGENCY CONTACTS: (BREAK IN, FIRE, BUILDING PROBLEMS)

CONTACT # 1: _____

PHONE: _____ CELL: _____

CONTACT # 2: _____

PHONE: _____ CELL: _____

I HEARBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I FULLY UNDERSTAND THE BUSINESS REQUIRMENTS OF THE CHARTER TOWNSHIP OF HIGHLAND. I FURTHER UNDERSTAND THAT IF ANY CHANGES OCCUR FROM THOSE LISTED OR REQUIRED BY THE TOWNSHIP, INCLUDING BUT NOT LIMITED TO STORAGE OF COMBUSIBLE MATERIALS, CHANGES IN NATURE OF THE BUSINESS, CHANGES OF OWNERSHIP, EMERGENCY CONTACT INFORMATION, AND ETC...I MUST NOTIFY THE CHARTER TOWNSHIP OF HIGHLAND IN WRITING WITHIN (10) BUSINESS DAY OF SAID CHANGES. THE APPLICANT IS THE ONLY PERSON AUTHORIZED TO MAKE CHANGES TO THIS APPICATION.

BUSINESS OWNERS/ APPLICANT SIGNATURE

DATE SIGNED

PRINT NAME

DATE RECEIVED

Zoning___ Building___ Fire Marshal___ Assessor___ Treasurer___ Clerk___ Supervisor___ DDA Director___

Land Use Permit # _____ Date Issued _____