



Keene Township

8505 Potters Road
Saranac, Michigan 48881
(616) 642-9809
Ionia County

Home Based Business Special Use Application

Fee: _____

APPLICANT: NAME _____
 ADDRESS _____
 TELEPHONE HOME _____ FAX _____
 TELEPHONE WORK _____ FAX _____

PROPERTY OWNER NAME _____
 ADDRESS _____
 TELEPHONE HOME _____ FAX _____
 TELEPHONE WORK _____ FAX _____

PROPERTY LEGAL DESCRIPTION: (use attachments if necessary) _____

PARCEL TAX NUMBER: _____

NUMBER OF ACRES: _____

DESCRIPTION OF BUSINESS TYPE: _____

DESCRIBE EQUIPMENT, VEHICLES OR MACHINES TO BE USED IN BUSINESS: _____

HOW MANY RESIDENTS WILL WORK AT THE BUSINESS: _____

HOW MANY NON-RESIDENTS WILL WORK AT THE BUSINESS:

WHAT PERCENTAGE OF THE HOME WILL BE USED FOR THE BUSINESS: _____

WHAT PERCENTAGE OF AN ACCESSORY BUILDING WILL BE USED FOR THE BUSINESS: _____

DESCRIBE ANY OTHER FACTS CONCERNING THE BUSINESS THAT MAY BE APPLICABLE:

*DRAW A SITE PLAN SHOWING FLOOR AREA OF THE HOME AND THE BUSINESS AREA

*DRAW A SITE PLAN OF THE PROPERTY SHOWING THE BUSINESS BUILDINGS, PARKING AREA, SIZE AND TYPE OF SCREENING (IF REQUIRED)

*DRAW A SKETCH OF SIGN SIZE AND LOCATION (IF APPLICABLE)

**ALL OF THE ABOVE MUST MEET THE HOME BASED BUSINESS REQUIREMENTS – PLEASE READ THE ORDINANCE SECTION FOR DETAILS

AFFIDAVIT: I certify and affirm that I am the property owner or the owners authorized agent and that I agree to conform to the applicable laws of the jurisdiction. I also certify and affirm that this application form is accurate and complete. I hereby give permission for Township representatives to visit the site.

OWNER SIGNATURE _____

DATE _____

AGENT SIGNATURE _____

DATE _____

Property Site Plan

Draw on the area below (or a separate piece of paper) a site plan depicting the location of the buildings, parking, screening and abutting roads of the business area and property.

House Floor Layout Site Plan

Draw on the area below (or a separate piece of paper) a site plan depicting the floor plan of the house showing the business area.