

# VILLAGE OF ROMEO

121 W. St. Clair St. Romeo, MI 48065

## Certificate of Zoning Compliance Application

### Expectations

The compliance REVIEW process will take between 5 and 7 working days. The Building Department will contact the applicant and owner when the review process is completed. Any comments made regarding the Application will be duly noted. If approval cannot be given the Applicant will be made fully aware of the necessary steps to resolve objections. The Applicant must satisfy any steps noted on the CZC as conditions such as obtaining a site plan approval prior to receiving a Certificate of Zoning Compliance.

### Part 1. Applicant Information

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Part 2. Property Information

Proposed Use: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_

Address of Parcel: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Choose One:  Owner  Landlord  Real Estate Broker  Other: \_\_\_\_\_

### Proposed Use (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Condominium           | <input type="checkbox"/> Food & Beverage Service |
| <input type="checkbox"/> Warehousing (storage) | <input type="checkbox"/> Personal Services       |
| <input type="checkbox"/> Assembly              | <input type="checkbox"/> Manufactured Housing    |
| <input type="checkbox"/> Apartments            | <input type="checkbox"/> Mixed Use               |
| <input type="checkbox"/> Office                | <input type="checkbox"/> Public Use              |
| <input type="checkbox"/> Institutional         | <input type="checkbox"/> Retail                  |

### Check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Ownership Change | <input type="checkbox"/> New Tenant           |
| <input type="checkbox"/> Use Change       | <input type="checkbox"/> Business Name Change |

### Check all that apply:

Physical Alterations/ Construction to the Building:  WILL NOT be made  WILL be made

*\*If alterations will be made: Building/Trade Permit(s) are required.*

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### Application Requirements

This Application must be approved prior to the establishment of any new use in any zoning district. An approved application confirms that the proposed use described is legally permitted to be established at this location.

*A non-refundable fee of \$50.00 is due with this application PAYABLE TO "Village of Romeo".*

**IT SHALL BE UNLAWFUL TO PERMIT THE OCCUPANCY OF ANY BUILDING OR SPACE UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED FOR SUCH USE.**

### What Requires a CZC Permit?

- 1) A new use of an underdeveloped parcel
- 2) A new use in an existing structure
- 3) An existing use is relocating to a different building within the complex
- 4) An existing use is moving to a new suite within the building or enlarging current space
- 5) Existing use changes business name, use remains the same
- 6) Existing use changes ownership, use remains the same
- 7) Home Occupation

### THIS APPLICATION MUST INCLUDE ALL OF THE FOLLOWING

- \$50 FEE (NON-REFUNDABLE)
- ONE COPY OF LEASE OR RENTAL AGREEMENT FOR THIS PROPERTY
- PLOT/SITE PLANS AS REQUIRED BELOW
  - If new construction: Attach application for SITE PLAN APPROVAL
  - All other uses as noted in numbers 2-7 above: 4 copies of SITE/PLOT plan
- FOUR Copies of the interior floor layout:(IF APPLICABLE)
- SITE PLAN REVIEW FEE PAYMENT DUE WITH APPLICATION (IF APPLICABLE)
- FIRE INSPECTION REVIEW
- COMPLETE AND SIGNED NEXT PAGE

### FOR OFFICE USE ONLY

*To be completed by BUILDING DEPARTMENT upon Receipt*

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Payment Received
- \_\_\_\_\_ Copy of Lease Attached
- \_\_\_\_\_ Copies of Plot Plan or Required Number on Site Plan Application
- \_\_\_\_\_ Copies of Floor Plan or Required Number on Site Plan Application

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On Completion of all Inspections a CERTIFICATE OF OCCUPANCY will be issued

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Printed Name: \_\_\_\_\_

CERTIFICATE OF ZONING COMPLIANCE FINAL REVIEWS

FOR OFFICE USE ONLY

PLANNER/PLANNING (IF APPLICABLE)

- \_\_\_\_\_ Approved, No Comments
\_\_\_\_\_ Approved, With Comments
\_\_\_\_\_ Not Approved, See Attached Comments

FIRE

- \_\_\_\_\_ Approved, No Comments
\_\_\_\_\_ Approved, With Comments
\_\_\_\_\_ Not Approved, See Attached Comments

BUILDING

- \_\_\_\_\_ Approved, No Comments
\_\_\_\_\_ Approved, With Comments
\_\_\_\_\_ Not Approved, See Attached Comments

CLERK

- \_\_\_\_\_ Approved, No Comments
\_\_\_\_\_ Approved, With Comments
\_\_\_\_\_ Not Approved, See Attached Comments

DATE: \_\_\_\_\_ CZC APPROVED \_\_\_\_\_ CZC DENIED