

CITY OF MARQUETTE
HOME OCCUPATION OR HOME OFFICE
PERMIT APPLICATION
Downtown Waterfront Form-Based Code



CITY STAFF USE	
FEE \$86	FILE #: _____
RECEIPT/INV #: _____	CHECK #: _____ RECEIVED BY & DATE: _____
COMMENTS: _____ _____ _____	
SIGNATURE: _____	DATE: _____
TITLE: _____	APPROVED: _____ DENIED: _____

PROPERTY OWNER CONTACT INFORMATION
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____ Fax #: _____
E-mail: _____

APPLICANT CONTACT INFORMATION
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____ Fax #: _____
E-mail: _____

If you have any questions please call 228-0425 or e-mail alanders@marquettemi.gov. Please refer to <https://www.marquettemi.gov/wp-content/uploads/2018/06/ZO.20180608.80.35.DtwnWtrfrt.pdf> to view the Marquette Downtown Waterfront Form Based Code.

PROPERTY INFORMATION
Parcel Number: _____
Property Address: _____
Zoning District: _____

Home Occupations or Home Offices are permitted in the Marquette Downtown Form-Based Code under Section 3.2.3 - "Uses Subject to Appeal". This use is either approved or denied administratively and does not require a hearing before the Marquette City Planning Commission. If an application is denied, the applicant may appeal this decision to the Marquette Board of Zoning Appeals.

Please attach a site plan of the property noting all structures and their location in relation to adjacent homes and streets. Also include an interior floor plan noting the proposed area to be used for business purposed.

Permits issued on the basis of false information shall be void and continuance of the use shall be deemed a violation of the Zoning Ordinance. This permit is not transferable to another location or person. Businesses may need to be made accessible to the public and employees per the Americans with Disabilities Act and State Construction Code.

Explain briefly the use for which you are applying. Applications should include: the nature of the business, name of the business, square footage of the area to be used for business purposes, equipment used in conjunction with the business, and number of employees who are lawful residents of the dwelling unit.

(SIGNAGE, DISPLAY AREAS, AND THE USE OF COMMERCIAL VEHICLES ARE NOT PERMITTED.)

The applicant further understands that the following conditions apply to Home Occupation or Home Office Permits.

1. Shall not occupy more than 25% of the floor area of the dwelling unit or a maximum of 500 square feet, whichever is smaller.
2. No persons who are not lawful residents of the dwelling unit may be employed.
3. There shall be no signs or display of goods used to indicate the presence of the Home Occupation or Office.
4. Persons other than residents of the dwelling unit shall not visit the Home Occupation for business purposes.
5. Approval of a Home Occupation or Office shall vest only in the person making the application and is non-transferable to another person.
6. Shall require approval from the Marquette City Community Development via a Home Occupation or Home Office Permit.

I hereby certify that I have read the above sections of the ordinance and that the above statements are true to the best of my knowledge and understanding. I also certify that I will meet any conditions placed on this permit.

Applicant Signature: _____

Date: _____

If the applicant is other than the owner, the owner hereby grants permission for the applicant to operate a home occupation or office on the owner's property.

Property Owner Signature: _____

Date: _____