



**CITY OF ROMULUS  
PLANNING DEPARTMENT  
APPLICATION FOR ZONING COMPLIANCE OF EXISTING STRUCTURES  
(REOCCUPANCY)**

**Address of Structure** \_\_\_\_\_ **Suite #** \_\_\_\_\_  
**Property I.D.#** \_\_\_\_\_ **Zoning** \_\_\_\_\_ **Use Group** \_\_\_\_\_  
**Sq. Ft.** \_\_\_\_\_ **Total Sq. Ft. of Building if part of Multi-tenant Building** \_\_\_\_\_

**Name of Proposed Business** \_\_\_\_\_

**Name of Applicant** \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Email Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
**Property Owner** \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Email Address \_\_\_\_\_ Fax No. \_\_\_\_\_

A reoccupancy fee of \$475.00 (\$375.00 for Multi-Tenant Building) must be provided at the time of submittal. In order to process this application, the following information must be provided:

**1. A detailed use statement containing the following:**

- Name, address and home telephone number of proposed business proprietor
- Name of proposed business
- Current and proposed use of structure(s) to be re-occupied
- Square footage of principle building and all use areas
- Detailed description of proposed business
- Number of employees  Hours of operation  Number, sizes, types and purposes of trucks
- Description of any proposed site modifications

Is the property vacant?  Yes  No If so, for how long? \_\_\_\_\_

Is outdoor storage, sales, display proposed, including trucks and trailers?  Yes  No

Description of all outdoor storage/staging including trucks and trailers; sales/display areas; seating

Does the principal use involve hazardous materials as defined by MCL 324?  Yes  No If yes, an Environmental Protection Screening Application must be submitted to the Building and Safety Department

**2. Site plan, survey or plot plans and floor plans (existing and proposed). Plan sheets shall be legible and shall be prepared by a person competent and knowledgeable to prepare such documents. Plot plans shall depict all of the following:**

- |   |  |
|---|--|
| <input type="checkbox"/> Lot lines and property dimensions  | <input type="checkbox"/> Exterior lighting                                   |
| <input type="checkbox"/> Building dimensions and setbacks   | <input type="checkbox"/> Existing landscaping                                |
| <input type="checkbox"/> Sidewalks  | <input type="checkbox"/> Existing and proposed signage                       |
| <input type="checkbox"/> Paved, gravel areas  | <input type="checkbox"/> Fences and screening walls                          |
| <input type="checkbox"/> Dumpster location and screening  | <input type="checkbox"/> Parking layout, dimensions and calculations for use |
| <input type="checkbox"/> Areas and description of proposed outdoor storage (including trucks and trailers stored overnight) |  |

*City of Romulus*  
Planning Department  
Application for Zoning Compliance of Existing Structures (Reoccupancy)

- 3. - Copy of applicant's driver's license is required at time of filing  
- SEMCOG Nonresidential Development Project Form
- 4. Upon issuance of a Certificate of Occupancy, submit a business registration application with the City Clerk, located at 11111 S. Wayne Road.

**OCCUPANCY OF THIS BUILDING IS NOT PERMITTED WITHOUT A  
CERTIFICATE OF OCCUPANCY!**

I attest that all provided information is true to the best of my knowledge.

Applicant Name (Print) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Owner/Agent Name (Print) \_\_\_\_\_

Signature of Owner/Agent \_\_\_\_\_ Date \_\_\_\_\_

Notary for Property Owner:

Subscribed and sworn before me, this day  
of \_\_\_20\_\_\_ .A Notary Public in and for  
\_\_\_\_\_ County, Michigan.

\_\_\_\_\_

(Signature)  
Notary Public

My Commission expires \_\_\_\_\_, 20\_\_\_\_\_.

**FOR DEPARTMENT USE ONLY**

**Zoning Compliance:**

- Approved
- Approved with Contingencies
- Not Approved

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

