



**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 \$400.00 (\$300.00 for Multi-Tenant Building) must be provided at the time of submittal in addition to a \$75.00 site/landscaping inspection fee. In order to process this application, the following information must be provided (additional information may be requested after initial review):

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/use area(s)
- 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 outdoor storage proposed, including trucks and trailers? Yes No
- Description of all outdoor storage including trucks and trailers
- Is the property vacant? Yes No If so, for how long? _____

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:

- Lot lines and property dimensions
- Building dimensions and setbacks
- Sidewalks
- Paved, gravel areas
- Dumpster location and screening
- Areas and description of proposed outdoor storage (including trucks and trailers stored overnight)
- Exterior lighting
- Existing landscaping
- Existing and proposed signage
- Fences and screening walls
- Available and proposed parking layout

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

- Copy of applicant's driver's license is required at time of filing
- Environmental Protection Screening Application (for Industrial Uses)
- SEMCOG Nonresidential Development Project Form

- 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 _____

FOR DEPARTMENT USE ONLY

Zoning Compliance:

- Approved
- Approved with Contingencies
- Not Approved

Requires:

- City Certification Inspection
- Building Approval/Permits
- Administrative Review Committee Approval
- Site Plan Approval
- Special Use Approval
- Rezoning
- Board of Zoning Appeals

Authorized Signature

Date

City of Romulus

ENVIRONMENTAL PROTECTION SCREENING APPLICATION



Planning Department 11111 Wayne Road, Romulus MI 48174 Phone: (734) 955-4530 Fax (734) 941-5842
 Building and Safety Department 12600 Wayne Road, Romulus MI 48174 Phone: (734) 942-7550 Fax (734) 941-5799
www.romulusgov.com

The Environmental Protection Ordinance Screening Application **MUST** accompany all applications to the Planning Commission/Planning Department. Any YES answer will automatically be referred to the Environmental Protection Board prior to being placed on the Planning Commission or Board of Appeals (where applicable) agenda.

The Environmental Protection Board is administered through the Building and Safety Department and can be reached at (734) 942-7550 for further information.

Name of Development/Project: _____
 Property Address: _____
 Parcel ID#s: _____

The property is located on the NORTH/SOUTH/EAST/WEST side of _____ Road; Between _____ Road and _____ Road.
 The property has a frontage of _____ feet and a Depth of _____ Feet.

Property Zoning: _____ Proposed Use/Development: _____

This Section to be filled out by City

Case Number: _____

Date Submitted: _____

Date Filed: _____

Are any of the boxes below checked **YES**? If so, transmit to Building Department.

Date Transmitted to Building Department: _____

Environmental Screening Questionnaire: All Questions MUST be answered.

Please answer if the proposed use of the site will involve construction/modification and/or operation of any of the following:	YES	NO
1. A hazardous waste disposal facility, as defined in MCL 324.11102(b)		
2. A hazardous waste treatment facility, as defined in MCL 324.11104(a)		
3. A hazardous waste storage facility, as defined in MCL 324.11104(4)		
4. A hazardous waste limited storage facility, as defined in MCL 324.11103(7)		
5. A hazardous waste transfer facility as defined in Michigan Administrative Code R 299.9108 (f)		
6. A solid waste disposal area, as defined in MCL 324.11503 (2)		
7. A liquid industrial waste disposal area, as defined in MCL 324.1210 (7)		
8. A waste disposal well, as defined in MCL 324.62501 (c)		
9. A source or sources of any contaminants which require(s) a renewal operating permit pursuant to MCL 324.5506		
10. Will the proposed use of the site involve the presence of any extremely hazardous substances identified under 40 CFR Part 355 at or above threshold planning levels for those substances?		

City of Romulus

ENVIRONMENTAL PROTECTION SCREENING APPLICATION Pg. 2

Property Owner Information:

Name: _____
Street: _____

City: _____
State: _____ Zip: _____
Phone: () _____
E-mail _____

Applicant Information:

Name: _____
Street: _____

City: _____
State: _____ Zip: _____
Phone: () _____
E-mail: _____

Affidavit of Petitioner:

I, The undersigned petitioner, being duly sworn, depose and say that the statements and information herewith submitted are true and correct to the best of his/her knowledge, information and belief; further that s/he is authorized to submit this petition. I further acknowledge that the City and its employees shall not be held liable for any claims that arise as a result of acceptance, processing, or approval of this site plan application.

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____.

Notary for Applicant:

Subscribed and sworn before me, this ____ day
of _____ 20____. A Notary Public in and for
_____ County, Michigan.

(Signature)
Notary Public

My Commission expires _____, 20____.



Nonresidential Development Project Form

Please complete this form for each new nonresidential construction project in your community. Return form(s) via email or fax using contact information on bottom of this page. Thank you.

Name of Project _____

Location (please provide parcel id if address not assigned yet)

Address: _____

Parcel Number/APN: _____

Status COMPLETED UNDER CONSTRUCTION PROPOSED
 Year _____ Projected Start _____

Building Type

- | | |
|---|---|
| <input type="checkbox"/> Hotel (# of rooms _____) | <input type="checkbox"/> Industrial or Warehouse |
| <input type="checkbox"/> Institutional (schools/churches) | <input type="checkbox"/> Medical/Hospital (# of beds _____) |
| <input type="checkbox"/> Mixed-Use | <input type="checkbox"/> Office |
| <input type="checkbox"/> Retail/Commercial | <input type="checkbox"/> Transportation |

Investment Value

\$ _____

Construction Type and Building Size – please circle one and provide square feet of floorspace

NEW or **REDEVELOPMENT** Square Feet of Project _____
 (demolish and rebuild)

ADDITION Square Feet of Project _____
 (to an existing structure)

RENOVATION Square Feet of Project _____
 (of an existing structure)

JOBS ADDED _____

JOBS RETAINED _____

If no nonresidential construction occurred, please check box and fill in your community name below.

**No Construction
to Report** _____