



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

**Address of Structure** \_\_\_\_\_ **Suite #** \_\_\_\_\_

**Property I.D.#** \_\_\_\_\_ **Zoning** \_\_\_\_\_ **Use Group** \_\_\_\_\_

**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 \$300.00 (use review and plan review for zoning compliance) must be provided at the time of submittal.**

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? \_\_\_\_\_
- Usage statement must be signed.

**2. Site plan, mortgage 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"/> Available and proposed parking layout  |  |
| <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**

- Copy of applicant's drivers license is required at time of filing
- Environmental Protection Screening Application
- SEMCOG Nonresidential Development Project Form
  
- Prior to issuance of a Certificate of Occupancy, submit a business registration application with the City Clerk, located at 11111 S. Wayne Road. A copy of the business registration application must be presented to the Department of Building & Safety.
  
- **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
- Administrative Review Committee Approval
- Site Plan Approval
- Special Use Approval
- Rezoning
- Zoning Board of 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?		



