

**CITY OF MARQUETTE
HOME OFFICE PERMIT APPLICATION**

CITY STAFF USE

Fee \$52

FILE #: _____

RECEIVED BY: _____

RECEIPT #: _____

CHECK #: _____

COMMENTS: _____

SIGNATURE: _____

DATE: _____

TITLE: _____

APPROVED: _____ DENIED: _____

CONTACT INFORMATION

Owner Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Applicant (other than owner): _____

PROPERTY INFORMATION

Parcel #: _____

Property Address: _____

Zoning District: _____

If you have any questions please call 228-0425 or e-mail alanders@mqcty.org. Please refer to www.mqcty.org to view the Zoning Ordinance (Chapter 80 of TITLE XII - ZONING, HOUSING, & BUILDING).

Home offices are permitted in all residential districts under a section of the Zoning Ordinance titled "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 City Planning Commission.

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 uses for business purposes.

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.

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, number of employees and their addresses, and available on site parking.

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

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

1. The office may 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 may be employed.
3. There shall be no signs used to indicate the presence of the office use.
4. Persons other than residents shall not visit the office for business purposes.
5. There shall be no equipment used, the operation of which can be sensed outside of the dwelling unit.
6. No activity related to the office shall take place in an accessory structure.
7. Approval of a home office shall vest only in the person making application, and shall not be transferable to another person.
8. Application for approval of a home office shall include a signature indicating approval of the property owner if that person is different from the applicant.

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.

SIGNATURE OF APPLICANT:

DATE: _____/_____/_____

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

SIGNATURE OF OWNER:

DATE: _____/_____/_____