



Today's Date: _____

Applicant's Name: _____ Telephone # _____

Applicant's Address _____

City _____ State _____ Zip _____

E-mail Address _____

- Re-Occupancy New Tenant (Different Use)
 Re-Occupancy New Tenant (Same Use)
 Re-Occupancy New Owner (Different use)

- Re-Occupancy New Owner (Same Use)
 Re-Occupancy Same Tenant (New Use)
 Additional Use

Are you representing a company? (if yes, please list name): _____

Proposed/Existing Business Name: _____

Proposed Address and Location: _____

Current Zoning: _____ Sq. Ft. of Building: _____

Proposed # of Employee's: _____ Proposed Hours of Operation: _____

Intended Use of Business/Residential Development Description: _____

Check:

- New Construction Building Addition/Alteration Re-Occupancy of existing building

Site Hazard Information

Any hazardous materials on site: Yes No (if yes, please list materials): _____

Any flammable materials on site: Yes No (if yes, please list materials): _____

Any proposed outside storage: Yes No (if yes, please list materials): _____

Statistical & Economic Information

If moving from another location in Inkster, please list address: _____

How long have you occupied that structure? _____ Sq. Ft. of Building: _____

Total number of full-time employees: _____ Total number of part-time employees: _____

Landlord Information (If Applicable):

Name: _____ Phone Number: _____

Address: _____

Planning , Building & Economic Development Department

Pre-application Form

I, the undersigned, state that all information and statements herewith submitted are true and correct to the best of my knowledge, information, and belief.

Signature of Applicant

Printed Name of Applicant

ADDITIONAL COMMENTS:

(Office Use Only)

**Planning , Building & Economic Development Department
Pre-Application**

INSTRUCTIONS

For re-occupancy of an Existing Building, a Change of Use, or a Change in Tenants in all zoning districts except for single-family detached dwellings in the R-1A through R-1C and the Town Center District (TCD), the following site development standards shall be complied with whenever occupancy permits or re-occupancy permits are required:

- A. A site plan shall be provided to the Planning & Economic Development Department. The Department will review the site plan and shall ensure compliance with the Zoning Ordinance.
- B. Off-street parking space layout standards, construction and maintenance shall be required in accordance with Section 155.077.
- C. Compliance with buffer requirements in Section 155.073(D).
- D. Public sidewalks shall be provided along all public street rights-of-way.
- E. Compliance with sign requirements in accordance with Section 155.230.
- F. Landscaping shall be required as specified in Section 155.073(D). If there is insufficient area on the site to fully comply with Section 155.073(D), then compliance shall be to the extent of which the existing site characteristics allow.

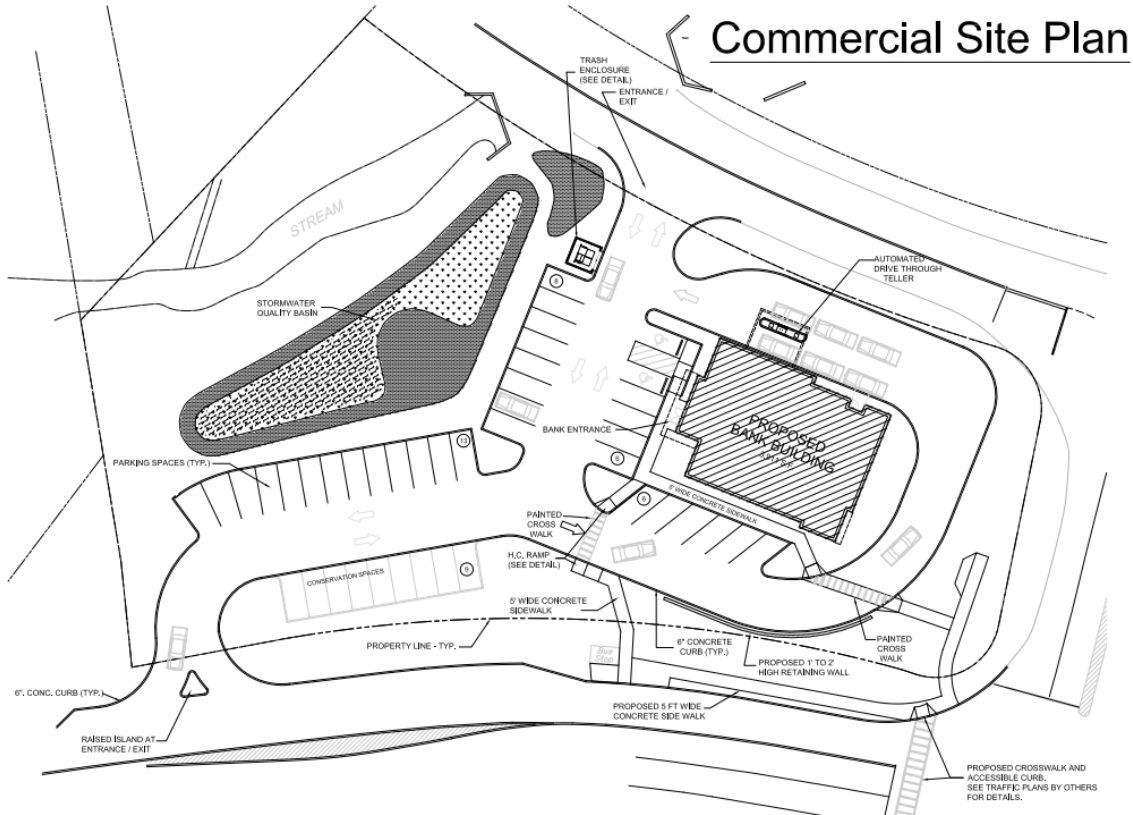
The Building Department shall require that all applications for building permits shall be accompanied by site plans approved by the Planning Commission or if site plan approval is not required, plans and specifications including a plot plan, in triplicate, drawn to scale, showing the following:

- 1. The actual shape, location, and dimensions of the lot.
- 2. The shape, size, and location of all buildings or other structures to be erected, altered, or moved and of any building or other structures already on the lot.
- 3. The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the building is intended to accommodate.
- 4. Existing and proposed parking lot details, buffering if required, signage, public sidewalks, and landscaping shall be shown on the plot plan.
- 5. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this Ordinance are being observed.

Pre-Application

INSTRUCTIONS (continued)

Please use the following site plan as an example of how to design your plan. Remember to have your architect or engineer draw it to scale, sign and seal it, and add a title block and north arrow.



ADDITIONAL INFORMATION

- Check the Building Department file for your address, as it may contain a plan that you can copy and reuse.
- If no previous plan exists, a mortgage survey provides a good base.
- If re-occupying a part of a shopping center, ENTIRE property needs to be shown detailing existing parking and the use and size of existing occupants.