



300 DUNLAP ROAD  
OXFORD, MI 48371  
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[WWW.OXFORDTOWNSHIP.ORG](http://WWW.OXFORDTOWNSHIP.ORG)

## APPLICATION FOR LICENSE TO OPERATE MODEL HOME OR TEMPORARY SALES OFFICE

Please provide all of the following information to obtain a license to operate a Model Home or Temporary Sales Office and submit to: Charter Township of Oxford, 300 Dunlap Road, Oxford, MI 48371.

\*\*Each application must be accompanied by a non-refundable application fee of \$125.00.

Please print or type:

### Applicant Information:

Name: \_\_\_\_\_

Address of principal place of business: \_\_\_\_\_

(do not use PO Box)

Telephone number of principal place of business: \_\_\_\_\_ Contact person: \_\_\_\_\_

### Other Information:

Name and position of the person completing the application on behalf of the applicant:

\_\_\_\_\_

In the case of a corporate applicant, the resolution of the applicant authorizing the person to make the application: \_\_\_\_\_

Identity of the Subdivision for which the Temporary Sales Office shall serve: \_\_\_\_\_

Contact Person and phone number at the Temporary Sales Office: \_\_\_\_\_

\_\_\_\_\_

Address or specific location of the Temporary Sales Office, within the subdivision: \_\_\_\_\_

\_\_\_\_\_

List the days of the week and hours of the day the Temporary Sales Office will be operational, and the position of each person who will occupy the Sales Office.

Monday Hours: \_\_\_\_\_ Position: \_\_\_\_\_

Tuesday Hours: \_\_\_\_\_ Position: \_\_\_\_\_

Wednesday Hours: \_\_\_\_\_ Position: \_\_\_\_\_

Thursday Hours: \_\_\_\_\_ Position: \_\_\_\_\_

Friday Hours: \_\_\_\_\_ Position: \_\_\_\_\_

Saturday Hours: \_\_\_\_\_ Position: \_\_\_\_\_

Sunday Hours: \_\_\_\_\_ Position: \_\_\_\_\_

The undersigned by the execution of the application hereby represents and affirms that the undersigned has read and is familiar with the requirements of the Oxford Township Zoning Ordinance No. 67A Section 6.19 Temporary Sales Office. The applicant will not use the sales office for any other purpose except as allowed under this ordinance.

The undersigned applicant hereby consents during the term of the license to inspections by a Township representative(s) to verify the proposed hours of operation and the activity taking place in the sales office. Furthermore, authorizing the Township representative(s) permission to speak with the applicant's agents, representatives, and employees at the sales office regarding the use of the sales office to verify compliance with the application.

Signature of applicant: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

5. These provisions are intended to facilitate the management and security of premises under construction. If an administrative official finds, on the basis of information furnished to him, that these purposes will not be reasonably carried out by the intended use, he shall deny the permit; in which case, the applicant may apply to the Board of Appeals for relief from the decision of the administrative official.

**6.19 Temporary Sales Offices.** The Charter Township of Oxford prohibits business activity in residential districts, except for the exceptions contained within this Ordinance. This Section is intended to address the specific needs of a subdivision during its development and construction phase.

A. Definitions. As contained in this Section, the following terms shall have the following meanings:

1. Additional Permitted Use: A use which directly involves and relates to the subdivision or, if applicable, the Development Project in which the Sales Office is located.
2. Development Project: A residential development consisting of one or more Subdivision where the subdivision lands and contiguous or otherwise connected and related.
3. Model Home: A structure, or unit thereof, constructed for eventual use as a single-family residence, but used temporarily as a sample of such residences for display to prospective residence purchasers.
4. Sales Office: An office used for the sale of property and/or homes and Additional Permitted Uses within the subdivision where the Model Home Sales Office is located and, if applicable, the Development Project, and situated within either a Model Home or a Trailer.
5. Subdivision: A parcel of land divided under the Land Division Act, Public Act 288 of 1967, or the Condominium Act of the State of Michigan.
6. Trailer: A mobile and/or temporary structure placed temporarily at a subdivision.

B. Applications.

1. Each applicant for a license for use of a Sales Office must submit an application to the building department on a form supplied by the Township. The applicant, through a person authorized on behalf of the entity making the application, shall verify on the application all information required, including:
  - a. Name of the applicant

- b. Address of applicant's principal place of business
  - c. Telephone number of the applicant's principal place of business
  - d. Contact person at the applicant's principal place of business
  - e. Position of the person making the application on behalf of the applicant
  - f. In the case of a corporate applicant, the resolution of the applicant authorizing the person to make the application
  - g. Identity of the Subdivision for which the Sales Office shall serve
  - h. A representation that no use except as authorized in the Zoning District in which the Sales Office is located shall take place including a representation that no commercial activity concerning another Subdivision will take place from the Sales Office except for the subdivision in which the sales offices is located, or except for any other Additional Permitted use
  - i. Days of the week and hours of the day the Sales Office will be operational
  - j. The address, fax and phone number of the person to whom notice to the applicant can be sent by the Township
  - k. The position of each person who will occupy the Sales Office the days of the week and hours of occupancy
  - l. A consent by the applicant during the term of the license for the Township representative(s) to inspect, during the proposed hours of operation, the activity taking place in the Sales Office and to speak with applicant's agents, representatives and employees at the Sales Office and those persons who use the Sales Office regarding the use of the Sales Office
2. Each application must be accompanied by a non-refundable application fee in an amount established by resolution of the Township Board.
- C. Sales Offices Permitted. Subject to the following provisions, the zoning administrator, upon receipt of a proper application, may issue a license for a

Sales Office, which shall be permitted subject to the following provisions:

1. Only one Sales Office may be permitted for each Subdivision, except that in the case of a Development Project, then, in addition, there may be one additional Sales Office for the entire Development Project. No additional Sales Offices shall be permitted for additional Subdivision phases.
2. No use shall be allowed from or in the Sales Office except as specifically authorized by the Zoning District in which the Sales Office is located except an Additional Permitted Use.
3. All Model Homes shall be located on a parcel of land identified by its own sidwell number so as to permit that Model Home to otherwise meet all requirements of Oxford Township Zoning Ordinance including setbacks and frontage on approved streets.
4. Water and Sewer.
  - a. All Model Homes containing a Sales Office shall be serviced by a permanent potable water supply and a sewerage system, approved by the Township.
  - b. All Trailers containing a Sales Office shall be serviced by a temporary potable water supply and a temporary sewerage system as approved by the Township, and the applicant shall post at the Township sufficient security, in the form of cash or a letter of credit, to ensure the removal and closure of the temporary systems and facilities.
5. Duration and Renewal.
  - a. Trailer Sales Offices: The duration of the license shall be the shorter of the following:
    - i. Until the construction and final inspection of a Model Home to be used for a Sales Office.
    - ii. Until the expiration of six (6) months from the date of license issuance. A license for an additional three (3) months may be issued upon review and approval of the zoning administrator if it is demonstrated that there is good ground for the failure to complete construction of a model home for sales purposes within the initial six-month period.

- iii. Until there is a change in one or more statements contained on the application if the applicant fails to inform the Township of the change of facts, and if the change in facts establishes that the applicant is no longer entitled to a license under this Section.
  - b. Model Home Sales Offices: The duration of the license shall be the shorter of the following:
    - i. Until all homes within the subdivision have been initially sold; or
    - ii. Until the expiration of eighteen (18) months from the date of issuance of the license, with such licenses being renewable upon approval of the zoning administrator until such time as all homes within the subdivision have been initially sold.
    - iii. Until there is a change in one or more statements contained on the application if the applicant fails to inform the Township of the change of facts, and if the change in facts establishes that the applicant is no longer entitled to a license under this Section.
- 6. Landscaping shall be provided for the Trailer and the trailer site, or the Model Home.
- 7. Signage in accordance with Section 9.7(F) shall be permitted.
- 8. Any lighting shall not interfere with traffic or be a hazard to drivers in the vicinity and shall be focused on the trailer site.
- 9. Special Provisions for Trailers. The following provisions shall apply only to Trailers, and not Model Homes.
  - a. Adequate Security in the form of cash or a Letter of Credit shall be required to ensure the continued maintenance and removal of the Trailer.
  - b. The Trailer shall be appropriately screened and skirted.
  - c. A temporary driveway and parking area with a minimum of five (5) parking spaces shall be provided on the Trailer site. The driveway and parking area shall be surfaced at a minimum with gravel or other similar material.

- D. Violation and Revocation of License.
  - 1. Upon fourteen (14) days notice to the applicant of a violation of this Section, if the violation has not been cured the license for the Sales Office shall be revoked and all reports of occupancy and Permitted and Additional Permitted Uses shall terminate at and from the Sales Office or in the alternative, the Oxford Township Board may, prior to revocation, notify the applicant to appear before the Board to provide testimony and evidence why the license should not be revoked.
- E. Additional Penalty and Remedies as provided in this Ordinance. This provision shall not impair any other penalties for violation of this Ordinance, or any other remedy available to the Township for violations of this Ordinance.

## **6.20 Trash.**

- A. Dumpster Enclosures.
  - 1. Dumpsters, trash compactors and similar waste receptacles shall be enclosed on three (3) sides by a screen wall or fence with a completely obscuring gate on the fourth side. Such screening shall be of a height equal to or greater than the trash receptacle itself. The screening requirements of this Section shall not apply to single-family residences.
  - 2. Gates on required dumpster enclosures shall remain closed at all times except when actual loading and unloading of waste occurs.
  - 3. In locating trash receptacle facilities, primary consideration shall be given to access for service, minimizing on-site traffic congestion, and minimizing visibility or other negative impacts to the site or adjoining properties.
  - 4. Materials used for dumpster enclosures shall be architecturally compatible with the principal building on the property.
  - 5. Protective bollards shall be provided within and in front of required dumpster enclosures to prevent damage during unloading.
  - 6. The Planning Commission may further require internal storage and/or the use of trash compactors where, in the determination of the Planning Commission, the public health, safety, and welfare is served.
  - 7. The Planning Commission may modify or waive the required screening when they determine that no significant negative effects will result from the waiver of such screening.