



HOME OCCUPATION APPLICATION

CONTACT INFORMATION

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Cell: _____

SITE INFORMATION:

NUMBER/STREET: _____ City: _____ State: _____ Zip Code: _____

Map#: _____ Parcel #: _____ Lot#: _____ Zoning District: _____

****Attach a site plan of the lot on which a home occupation is proposed. Show location of the principal building, accessory building (if proposed to be used in conjunction with the home occupation) and parking areas.**

****Written narrative describing the home occupation and how the home occupation complies with the attached regulations.**

Office use only below this line

Home Occupation is: **Approved** **Not Approved**

Date Received: _____ Date Issued: _____

Issuing Agent: _____

(Zoning Officer)

Sec. 14.8. Home Occupation.

Home occupations may be established in a portion of a dwelling as provided in permitted uses requirements for the zoning districts established by this Zoning Ordinance. No more than one home occupation may be established in a single dwelling. In districts where permitted, the following regulations shall apply to home occupations, and failure to meet one or more of these regulations at any time shall be unlawful and grounds for immediate revocation of business registration:

- (a) **Physical Limitations.** The gross floor area of a dwelling unit devoted to a home occupation shall not exceed 1,000 square feet, or 30 percent of the gross floor area of the dwelling, whichever is less. An accessory building may be used for the home occupation, but in no case shall the total area within the accessory building devoted to such use be greater than 300 square feet. If part of the dwelling unit and an accessory building are devoted to a home occupation, no more than 1,000 square feet of combined gross floor area shall be used for such activity.
- (b) **Building Alterations.** The exterior appearance of the dwelling and any accessory building used for a home occupation must remain that of a dwelling, or accessory use to a dwelling. No external alterations inconsistent with the residential use of the dwelling or accessory building are permitted.
- (c) **Parking of Vehicles.** Vehicles kept on site in association with the home occupation shall be used by residents of the dwelling only. Only vehicles used primarily as passenger vehicles shall be permitted in connection with the conduct of the home occupation. Incoming vehicles related to the home occupation, if any, shall at all times be parked off-street within the confines of the residential driveway or other on-site permitted parking.
- (d) **Visits by Patrons Limited.** Except for family day care homes, there shall not be more than three (3) nonresident persons on the premises at the same time in conjunction with the residential business whether they are students, clients, patients, or customers.
- (e) **Transportation of Goods and Deliveries.** The transporting of goods by a truck larger in size than a customary passenger vehicle, truck, or sport utility vehicle in connection with a home occupation is prohibited. There shall be no goods, products or commodities received on or shipped from the premises; provided, however, that this provision shall not prevent the non-routine delivery or pickup of packages by Federal Express, United Parcel Service, or other commercial carrier.
- (f) **Equipment, Off-site Impacts, and Nuisances.** No home occupation shall generate traffic, sound, smell, vibration, light, or dust that is offensive or that creates a nuisance. There shall be no exterior lighting of the building or property that is not in character with a residential neighborhood. No equipment that interferes with radio and/or television reception shall be allowed. Home occupations must exclude the use of machinery or equipment that emits sound (e.g., saws, drills, musical instruments, etc.) that is detectable beyond the property. Chemical, electrical, or mechanical equipment that is not normally a part of domestic or household equipment and which is used primarily for commercial purposes shall not be permitted if it is detectable in terms of sight, hearing, or smell from a property line.

- (g) **Signs.** There shall be no signs permitted in conjunction with a home occupation, whether placed on the premises or on a vehicle parked on the premises. This Section shall not be construed as limiting a property owner from erecting signs permitted on the lot pursuant to Article 24 of this Zoning Ordinance.
- (h) **Employees.** Only occupants of the dwelling, and one additional worker who does not reside on the lot, shall be authorized to work on the premises in connection with a home occupation.
- (i) **Licenses.** Any occupational licenses, including business registrations, required by state and/or city regulations must be obtained. Proof of state registration, if required for the home occupation, shall be submitted prior to the issuance of a business registration.
- (j) **Storage and Display.** Outdoor storage of materials of any kind associated with a home occupation is prohibited. There shall be no display of merchandise or materials in connection with a home occupation.
- (k) **Uses Prohibited.** The following uses are specifically prohibited as home occupations: auto sales or auto repair; restaurants; animal hospitals, veterinary clinics, kennels, or the keeping of animals; funeral homes; retail or wholesale shops; machine shops; special event facilities; and lodging services.
- (l) **Approval.** All home occupations shall be subject to the Zoning Administrator's approval. The applicant for a home occupation shall file for approval from the Zoning Administrator on forms provided by the Zoning Administrator. Information required by the Zoning Administrator to approve a home occupation shall be as established in a home occupation application and may include but shall not be limited to the following: (1) Address and reference to recorded plat; (2) A site plan of the lot on which a home occupation is proposed, showing the location of the principal building, accessory building if proposed to be used in conjunction with the home occupation, and parking areas. The Zoning Administrator may require the site plan to be based on a boundary survey or on an engineering scaled plat; (3) Written narrative which shall at minimum describes the home occupation (use) and how the home occupation complies with the regulations in this Section.
- (m) **Modification by Conditional Use.** Where an application for home occupation does not meet the strict terms of this Section, the provisions of this Section may be modified or varied by application filed by the property owner and approved by the Governing Body for a conditional use, according to procedures specified in Article 30 of this Zoning Ordinance. The Zoning Administrator may provide a recommendation whether or not the Governing Body should approve the application, and what if any conditions of approval are recommended.