



PLANNING AND ZONING DEPARTMENT
Home Occupation Application

The undersigned applies for a Zoning Certificate for the following use. Said certificate to be issued on the basis of the information contained within this application. If you are not the property owner(s), please include a signed letter from the property owner(s) authorizing you to make this application. The applicant hereby certifies that all information and attachments to this application are complete and accurate, and that the proposed use will be in compliance with the standards below.

LOCATION

Please include address, street, city, and zip code

Subdivision

Lot #

Parcel ID #

CONTACT INFORMATION

Table with 3 columns: Name, PROPERTY OWNER, OCCUPANT. Rows include Name, Company, Address, City, State, Zip, Phone, Fax, Email.

DESCRIPTION

Explain Use in Detail (please include square footage, number of employees and intended use)

Three horizontal lines for providing description details.

PLEASE REVIEW THE FOLLOWING STANDARDS.

Home Occupation

Home occupations shall be subject to the following conditions in addition to any other applicable use standards of the applicable zoning district:

- a. A person whose principal employment is outside of the home but who temporarily works out of a home office shall not be considered as operating a home occupation subject to these standards.
- b. Home occupations shall be clearly incidental and subordinate to the use of the property for residential purposes and shall be completely conducted within the dwelling.
- c. No more than the 25% of the gross floor area of any dwelling shall be utilized for a home occupation.
- d. The external appearance and/or use of the structure or lot in which the home occupation is conducted shall not be altered to indicate the presence of the home occupation.
- e. There shall be no outside storage of any kind related to the home occupation and only commodities made on the premises may be sold on the premises. No display of the products shall be visible from the street.
- f. No expansion of existing off-street parking shall be permitted. Furthermore, no additional parking burden, due to the home occupation, shall be created.
- g. No equipment, process, materials, or chemicals which create offensive noises, vibration, smoke, dust, odor, heat, glare, x-rays, radiation, or electrical disturbances shall be utilized in the home occupation.
- h. Not more than one person, who is not a resident of the premises, may participate in the home occupation as an employee or volunteer.
- i. No more than one home occupation shall be permitted within any single dwelling unit.
- j. Delivery of any materials necessary for a home occupation shall be limited to automobiles, light duty trucks (e.g., typical FedEx or UPS home delivery vans and trucks) or vans. Deliveries by heavy trucks shall be limited to two times per week.
- k. No building or structure shall be used to operate a business, store equipment used for a business, or serve as a location where multiple employees meet or park prior to going to work off-site.
- l. Hours of operation for a home occupation that entails client visits or incoming deliveries is restricted to no earlier than 8:00 a.m. and no later than 8:00 p.m. each day of the week.
- m. No sign, other than one non-illuminated nameplate, two square feet in area and mounted flat on the front face of the dwelling or on a driveway lamppost, shall be erected or maintained on the premises.
- n. In those instances when the zoning inspector denies an application, or if the zoning inspector is uncertain of the appropriateness of a proposed home occupation, the matter may be appealed or taken to the BZA for interpretation.
- o. The following are examples of permitted home occupations:
 - i. Clerical and other similar business services;
 - ii. Instruction in music, dance or other type of teaching that does not require an expansion in parking;
 - iii. The office of a professional accountant, attorney, broker, consultant, insurance agent, realtor, architect, engineer, sales representative, and similar office oriented occupations;
 - iv. Artists, sculptors, photographers, and other providers of home crafts;
 - v. Barber shop/beauty salon with a maximum of one chair;
 - vi. A licensed massage therapist who provides massage therapy for a maximum of one client at any given time; or
 - vii. Any similar use as determined by the zoning inspector.

*Signature of Applicant _____ Date _____

*Applicant hereby affirms that all information and attachments to this application are complete and accurate.