

Home Occupation Information and Application Form

Minor Approved by _____ Date _____
 Major

ASSESSOR'S USE ONLY Home Occupation Type _____ Code _____

Name _____ DBA _____

Address of Proposed Occupation: _____

Telephone _____ Zone _____ (Note: in DRZ, MF zones only minor home occupations are allowed; approval letter from homeowners assn required)

Description of Home Occupation:

Please use the boxes below or an attached sheet to provide the following:

A. Proposed Sign

- 1. Attach copy of plot plan if available.
- 2. Use Box A (or attach sketch) to draw proposed signage.
- 3. Use Box B (or attach sketch) to draw the floor plan of the Home Occupation area.
- 4. Architectural elevations for any proposed additions or modifications must be provided.

FLOOR PLAN (Basement 1st floor 2nd floor)

Floor area of dwelling _____

Floor area of home occupation _____

% of floor area devoted to home occupation _____

I have read the regulations regarding home occupations and will comply with said regulations. I understand that I must notify the Planning Department in writing upon termination of this occupation at this address. This permit is not transferable or assignable to another person. In the event of relocation, the permit holder must notify the Planning Department in writing to transfer the permit to the new location.

Signature of Applicant _____ Date _____

Signature of Owner _____ Date _____

ZONING REQUIREMENTS FOR HOME OCCUPATIONS

Definitions:

Home occupation, minor: A home occupation in which no persons other than residents residing on the premises are engaged in the occupation; has no visible exterior evidence of the conduct of the occupation, has not more than one nonilluminated sign not exceeding two (2) square foot in area as visible exterior evidence on conduct of the occupation; does not create need for off-street parking beyond normal dwelling needs; does not generate additional traffic from nonresidents; and for which no equipment is stored or used on-site other than that normally used in household, domestic or general office work.

Home occupation, major: A home occupation in which not more than one person other than residents residing on the premises is employed on the premises; has not more than one nonilluminated sign not exceeding two (2) square foot in area as visible exterior evidence on conduct of the occupation; may have more customer activity than a minor home occupation; and that accommodates both dwelling and home occupation parking needs. Major home occupations are subject to approval by the Planning & Zoning Commission.

HOME OCCUPATIONS

4.8 **Purpose** . The conduct of business in residential units may be beneficial under certain conditions. It is the intent of this section to:

- a. Ensure the home occupation is clearly secondary to the use of the building for dwelling purposes;
- b. Ensure the compatibility of home occupations with other permitted uses in the residential districts;
- c. Maintain and preserve the residential character of the dwelling and the residential character of the neighborhood;
- d. Guarantee to all residents freedom from excessive noise, excessive traffic, nuisances, fire hazards, offensive odors and pollutants, and other possible effects of commercial uses being conducted in residential areas.

4.8.1 **Zones permitted:** Minor home occupations are permitted in all single family residential zones by right; and in the MF and DR zones at the discretion of the Homeowners' Association. A letter from the association will be required at the time of application

Major home occupations are allowed in single family zones upon approval by the Planning and Zoning Commission. (Upon approval, permits will be issued for 5-year periods and must be renewed at the end of the 5-year period.) Major home occupations are not permitted in multifamily zones or developments, or in Designed Residence zones.

4.8.2 **Performance criteria for minor home occupations:**

- a. No more than 25% of the dwelling unit floor area shall be used in connection with the home occupation. Floor area of a dwelling unit, in this case, shall include the floor of all heated and ventilated and thereby habitable rooms and areas within the dwelling unit including basements and habitable space;
- b. The home occupation shall be carried on wholly within the principal building. The activity inside cannot be visible from the outside (e.g., big windows, glass doors, etc.);
- c. No retail sales allowed. No wholesale/mail-order sales which generate additional truck deliveries except for parcel services such as UPS.
- d. Only one business-associated van/pick up truck is allowed; outdoor storage/parking of the business vehicle is prohibited.

- e. All appropriate State and Federal licenses and permits shall be obtained by the owner/operator.
- f. Dwelling must retain the character of a single family dwelling.
- g. No storage of hazardous materials (other than normal household materials) allowed.
- h. No entrance or exit in the dwelling or on the premises may be added solely for the conduct of the home occupation.
- i. The home occupation cannot cause interference with radio or television reception in the vicinity.

4.8.3 Performance criteria for major home occupations:

Performance criteria for major home occupations include all criteria for minor home occupations enumerated above plus the following criteria. Where the criteria in the following list are less restrictive than the criteria enumerated for minor home occupations, the less restrictive criteria shall apply to major home occupations.

- a. No more than one major home occupation shall be permitted within any single dwelling unit.
- b. Major home occupations can request use of accessory buildings, provided that there is no appearance of commercial activity, and is subject to Planning & Zoning Commission.
- c. No more than one employee not residing in the dwelling shall be employed in the performance of the occupation.
- d. No home occupation nor any storage of goods, materials, or products connected with a home occupation shall be allowed in garages, attached or detached unless there is still adequate space for the storage of one vehicle. Also, there shall be no outdoor storage of material.
- e. The home occupation cannot create a volume of passenger or commercial traffic that is inconsistent with the normal level of traffic on the street on which the dwelling is located. No truck deliveries are allowed in connection with the home occupation except for parcel services such as UPS.
- f. All parking needs must be met on-site. Any parking in excess of customary residential parking may be required to be screened from the street and from adjacent residential property by either:
 - fencing of a type typically used in residential areas (such as stockade fencing, not slatted chain-link fencing), or
 - evergreen plantings of sufficient height and spacing to establish an adequate screen.
- g. No external effects that are incompatible with the character of residential zones are allowed (for example, increased noise, excessive lighting, offensive odors).
- h. No retail sales except for articles raised or grown on the premises.
- i. Businesses which are prohibited include food/beverage service; overnight treatment of patients; overnight boarding of animals; and similar uses.

4.8.4 Procedure :

- a. Minor home occupation. The following shall be submitted to the Zoning Enforcement Officer (forms to be provided) for a Certification of Zoning Compliance:
 - 1. A detailed statement describing all pertinent aspects of the proposed activity and acknowledging the requirements of this Section. It should be noted that additional information is required by the Town's Tax Assessor's Office and may be required by the Town Clerk's Office.

2. An accurately drawn plot plan depicting property lines, structure locations, access drive(s), parking spaces with screening (existing and proposed), and any other pertinent features.
 3. An accurately drawn floor plan depicting the area to be utilized by the home occupation.
 4. Architectural elevations for any additions being proposed.
 5. Sign design.
- b. Major home occupation. Application for 5-year permit shall be made to the Planning and Zoning Commission (public hearing is required). The Commission may grant permit renewals upon application, with public hearing required for each renewal.

The application for home occupation approval shall contain the same items and information required for a minor home occupation.

- 4.8.5 Permit duration. Each Certificate of Zoning Compliance for a minor home occupation shall be valid for the duration of the applicant's residence and shall automatically terminate when the applicant no longer resides in the dwelling unit. Commission approval for major home occupations shall be valid for 5 years, except that approval shall automatically terminate when the applicant no longer resides in the dwelling unit.