



Applicant Name:	Business Name:
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**Please Check all items below acknowledging compliance with §7.09 Home Occupations Requirements:**

- No more than 25% of the total gross floor area of the dwelling may be used for the home occupation;
- Business owner must observe any private covenants or restrictions applicable to the property;
- No equipment or process may be used in the home occupation which creates noise, vibration, glare, smoke, fumes, odors, or is dangerous or otherwise detrimental to persons in the home or adjacent areas;
- Any necessary parking must be provided off-street and must be in addition to what is required for the dwelling and may not be in the front yard;
- At least one resident of the dwelling must be engaged in the home occupation and no more than one non-resident may be engaged or employed in the business activity;
- Any business-related materials or equipment, including trailers, must be kept inside the dwelling or accessory structure or fully enclosed behind a fence. On lots larger than one acre, materials or equipment may be located in rear or side yards without being enclosed provided they are at least 50 feet from the nearest property line;
- For music instruction, tutoring or similar teaching, professional or consulting services involving clients coming to the home, animal grooming, cosmetology, and similar services, no more than two clients may be on the premises at any time, and no more than ten clients visiting the home on any day. This number may be reduced by the Board of Adjustment;
- Small engine repair is limited to small engines no larger than two cylinders used in lawn mowers, trimmers, and similar lawn equipment;
- No advertising material shall indicate address or physical location of the business (not to include business cards or email signatures);
- No signs or advertisements related to the home occupation on the property or the mailbox;
- My business will comply with any other restrictions or conditions as may be considered appropriate by the Board of Adjustment;
- I agree to allow the City to place a sign on my property to notify the public of the public hearing;
- I acknowledge I, as business owner, will attend the Board of Adjustment Public Hearing on date listed above;
- Fee

-Office Use Only-

Zoning: \_\_\_\_\_ Staff member review: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

Applicant Name:	Business Name:
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**If applicable, initial on the line and complete any required information. If not applicable, write 'N/A' on the line:**

\_\_\_\_\_ If your business will have any equipment stored outside, it must be enclosed behind a fence\*. Attach to this application a sketch of your property, existing structures (i.e. house), fence, and where equipment will be stored.

*\*On lots larger than one acre, materials or equipment may be located in rear or side yards, at least fifty feet (50') from property line, without being enclosed.*

\_\_\_\_\_ At least one resident of the home must be engaged in the home occupation and no more than one non-resident may be engaged or employed in the business activity. Provide a list of the names of the people participating in the business, and indicate whether they are a resident or non-resident.

\_\_\_\_\_ If your business will require additional parking for business related vehicles, clients coming to your house, etc, attach to this application a sketch of your property, existing structures (i.e. house), and parking area. Indicate where the required residential parking is located, and where the additional necessary parking will be located to accommodate your business (not in the front yard).

\_\_\_\_\_ If your business will involve clients visiting your home (e.g. music instruction, tutoring, consulting, repair services, occasional mail order pickup, etc), provide a detailed report of how many per day you anticipate and what days and hours they will be allowed to come to your home\*. This number may be reduced by the Board of Adjustment.

*\*no more than two clients may be on the premises at any time, and no more than ten clients visiting the home on any day*

\_\_\_\_\_ If your business will involve the maintenance or repair of small engines, it shall be limited to those used in lawn mowers, trimmers, and similar lawn equipment, with no more than two cylinders.

\_\_\_\_\_ Your business will not include uses specifically prohibited as home occupations:

- a. Any use involving guns or weapons of any kind
- b. Automobile engine or body repair
- c. Automobile tire sales, mounting, or repair
- d. Vehicle sales
- e. Animal kennels or boarding
- f. Junk, waste, or vehicle parts storage
- g. Furniture upholstery and refinishing
- h. Tow truck service
- i. Other activities which the Director determines to be substantially similar in character, nature, intensity, or impact to these.

## §7.09 Home Occupations

**§7.09.01** Home occupations are businesses carried on in a dwelling unit that are limited in extent and clearly incidental and secondary to the use of the property for residential purposes. A home occupation is to allow for the employment of an occupant of the dwelling in limited commercial activity without changing the character of the surrounding residential area.

**§7.09.02** All home occupations must be permitted prior to receiving a business license, and no home occupation may operate without obtaining a valid business license from the City. Permits are only valid for the original applicant, use and location, and are void if a business license is not obtained within 90 days of approval. Applications for home occupations must be on forms provided by the Director.

**§7.09.03** General Standards

1. No more than 25% of the total gross floor area of the dwelling may be used for the home occupation.
2. The business owner must observe any private covenants or restrictions applicable to the property.
3. No equipment or process may be used in the home occupation which creates noise, vibration, glare, smoke, fumes, odors, or is dangerous or otherwise detrimental to persons in the home or adjacent areas.
4. Any necessary parking must be provided off-street and must be in addition to what is required for the dwelling and may not be in the front yard.

**§7.09.04** Tier 1 Home Occupations

1. Tier 1 Home Occupations may be approved administratively by the Director. Examples of Tier 1 home occupations include but are not limited to: internet-based businesses, lawn care or landscaping businesses, home maintenance; artistic and design services, telephone sales, consulting, tax preparation, off-site instruction, and other activities which the Director determines to be substantially similar in character, nature, intensity, or impact to these. Tier 1 home occupations must comply with the following criteria:
  - a. Only residents of the dwelling may engage in business activity at the dwelling.
  - b. Any business-related materials or equipment must be kept inside the dwelling or accessory structure, outdoor storage must be approved specifically by the Director and must be to the rear of the dwelling and screened in accordance with [§10.03 Screening](#).
  - c. Any business-related vehicles parked at the dwelling are limited to standard passenger cars, pickup trucks, SUVs, or vans, and may not be parked in the street.
  - d. No change may be made to the outside appearance of the dwelling or premises and no evidence of the conduct of the home occupation may be visible from the street.
  - e. Retail and in-person sales to customers or other clients visiting the dwelling are prohibited.

**§7.09.05** Tier 2 Home Occupations

1. Tier 2 Home Occupations require Special Exception approval from the Board of Adjustment. Examples of Tier 2 home occupations include, but are not limited to: on-site music instruction and tutoring, professional offices involving client visits, small engine repair, cosmetology, animal grooming, any home occupation employing someone not living on the property, Tier 1 home occupations that are unable to meet one or more of the criteria listed in §7.09.04.1, and other activities which the Director determines to be substantially similar in character, nature, intensity, or impact to these. Tier 2 home occupations must comply with the following criteria:
  - a. At least one resident of the dwelling must be engaged in the home occupation and no more than one non-resident may be engaged or employed in the business activity;
  - b. Any business-related materials or equipment, including trailers, must be kept inside the dwelling or accessory structure or fully enclosed behind a fence. On lots larger than one acre, materials or equipment may be located in rear or side yards without being enclosed provided they are at least 50 feet from the nearest property line.
  - c. For music instruction, tutoring or similar teaching, professional or consulting services involving clients coming to the home, animal grooming, cosmetology, and similar services, no more than two clients may be on the premises at any time, and no more than ten clients visiting the home on any day. This number may be reduced by the Board of Adjustment;
  - d. Small engine repair is limited to small engines no larger than two cylinders used in lawn mowers, trimmers, and similar lawn equipment;
  - e. Any other restrictions or conditions required by the Board of Adjustment.

Uses specifically prohibited as home occupations:

- a. Any use involving guns or weapons of any kind;
- b. Automobile engine or body repair;
- c. Automobile tire sales, mounting, or repair;
- d. Vehicle sales;
- e. Animal kennels or boarding;
- f. Junk, waste, or vehicle parts storage;
- g. Furniture upholstery and refinishing;
- h. Tow truck service;
- i. Other activities which the Director determines to be substantially similar in character, nature, intensity, or impact to these.