



# HOME OCCUPATION

..... CONDITIONAL USE PERMIT APPLICATION.....

(Please print or type)

Application Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Applicant (first) (initial) (last) \_\_\_\_\_ PHONE NO: \_\_\_\_\_

Mailing Address (city) (state) (zip) \_\_\_\_\_

Property Owner (first) (initial) (last) \_\_\_\_\_ PHONE NO: \_\_\_\_\_

Mailing Address (city) (state) (zip) \_\_\_\_\_

Property Location (street address) \_\_\_\_\_

Property Legal Description (if metes and bounds, attach survey of the property) (subdivision) (block) (lot) \_\_\_\_\_

Current use of property \_\_\_\_\_ Proposed use of property \_\_\_\_\_

TERM OF PERMIT: \_\_\_\_ 1 YEAR \_\_\_\_ MORE THAN 1 YEAR (requires City Commission approval)

**FLOOR PLAN & SITE PLAN** (attach a drawing of the property showing the following)

- |  |  |
|--|--|
| _____ Scale, north arrow, legal description of property  | _____ Landscaping and fencing of yard                  |
| _____ Location and height of all structures              | _____ Off-street parking and loading                   |
| _____ Setback from property lines and between structures | _____ Driveway location & design                       |
| _____ Proposed changes and uses                          | _____ Location, type, height and lighting of all signs |

(Applicant signature) \_\_\_\_\_ (date) \_\_\_\_\_ (Property owner signature) \_\_\_\_\_ (date) \_\_\_\_\_

Hours of Operation \_\_\_\_\_ Number of Employees \_\_\_\_\_

**GENERAL INFORMATION**

**NOTIFICATION AND PUBLIC HEARING:** Property owners within 200' of the subject property shall be notified within at least 10 working days of the Planning and Zoning Commission public hearing. Upon considering the recommendation of the Director of Planning, the Planning and Zoning Commission shall approve or disapprove the application.

**APPEALS PROCEDURE:** Any decision of the Planning and Zoning Commission may be appealed to the City Commission by presenting a petition to the City Commission within 10 days after the decision of the Planning and Zoning Commission and specifying the grounds for the appeal. A vote of 3/4 of the City Commission is required to overrule a vote of the Planning and Zoning Commission denying a conditional use permit.

**CANCELLATION:** A conditional use permit is automatically cancelled if not used within 6 months.

**REVOCAION:** A conditional use permit may be revoked by the Planning and Zoning Commission at a public hearing upon failure of the applicant to remedy a violation of the conditions of the permit within a specified time period (10 to 30 days) as specified in a written notice to the applicant by the Code Enforcement Officer or Building Inspector.

**RENEWAL PERIOD:** A conditional use permit shall expire within 1 year unless otherwise specified by the Planning and Zoning Commission. Application for renewal of a permit shall be made prior to 20 days before permit expiration. A permit for more than 1 year shall be approved by the City Commission.

**DEFINITIONS**

Home Occupation - An activity carried on by a member of the immediate family residing on the premises that meets the provision of Section 138-118.

APPLICATION FILING FEE:  \$150.00 One Year  \$150.00 APPEAL  \$225.00 Life of the Use  
 cash/check # \_\_\_\_\_ Amount paid \_\_\_\_\_

**ONING DISTRICT REQUIREMENTS**

REQUIRED ZONING DISTRICT: A-O TO I-2  
 REZONING REQUIRED: \_\_\_\_\_ NO  
 SETBACKS: FRONT \_\_\_\_\_ SIDE \_\_\_\_\_ REAR \_\_\_\_\_  
 MINIMUM LOT SIZE: \_\_\_\_\_

CURRENT ZONING DISTRICT:  
 \_\_\_\_\_ YES, attach rezoning application  
 MAXIMUM HEIGHT: \_\_\_\_\_

**CONDITIONAL USE REQUIREMENTS**

The proposed use meets all the minimum standards established in applicable city ordinances; and will not be detrimental to the health, welfare and safety of the surrounding neighborhood or its occupants, nor be substantially or permanently injurious to neighboring properties.

**GENERAL REQUIREMENTS:**

1. No form of pollution shall emanate beyond the immediate property line of the permitted use.
2. Additional reasonable restrictions or conditions such as increased open space, loading and parking requirements, suitable landscaping, curbing, sidewalks or other similar improvements may be imposed in order to carry out the spirit of the Zoning Ordinance or mitigate adverse effects of the proposed use.

**SPECIFIC REQUIREMENTS:**

1. The home occupation shall be clearly secondary to the residential use.
2. Signs shall not be permitted except a nameplate bearing the person's name or occupation; and attached against the wall of the main building; and exceeding 2 square feet located within R-2 to R-4 districts and 12 square feet located within an A-O, C-1 and C-2 districts.
3. No exterior display or alterations indicating that the building is being used for any purpose other than residential shall be permitted.
4. No more than 1 additional unrelated employee other than immediate family members residing on the premises shall be permitted.
5. No outside storage of materials or products shall be permitted.
6. Traffic generated by the proposed use shall not exceed 10% of the average load per hour per street.
7. No retail sales shall be permitted. (Items may be delivered)
8. No additions to the residence or accessory building specifically to accommodate the use shall be permitted.
9. The proposed use shall take place in the primary residential structure rather than a detached garage or accessory building.
10. The proposed use shall take place at the location specified on the permit.

**DEPARTMENTAL REQUIREMENTS**

| REQUIRED CONDITIONS             | DEPARTMENT                   | MONTH/DAY |
|---------------------------------|------------------------------|-----------|
| Complies with regulations       | Health Inspection            | /         |
| Meet standard requirements      | Fire Inspection              | /         |
| Subject to section: 138-118 ( ) | Planning                     | /         |
| Permit #                        | Building/Electrical/Plumbing | /         |
|                                 | Other                        | /         |

**CITY BOARD REQUIREMENTS**

PLANNING & ZONING COMMISSION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ APPROVED \_\_\_\_ DISAPPROVED \_\_\_\_ 1 YEAR \_\_\_\_ OTHER \_\_\_\_  
 REQUIRED CONDITIONS: \_\_\_\_\_

CITY COMMISSION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ APPROVED \_\_\_\_ DISAPPROVED \_\_\_\_ 1 YEAR \_\_\_\_ OTHER \_\_\_\_  
 REQUIRED CONDITIONS: \_\_\_\_\_

**ACKNOWLEDGEMENT AND AGREEMENT TO CONDITIONS**

Note: Approval of this permit does not constitute approval to construct, alter or repair. Appropriate building permits must be obtained. The foregoing is a true and correct description of the existing conditions and contemplated action and I will have full authority over the operation and/or construction of same, and hereby agree to comply with all ordinances of the City and applicable Deed Restrictions and assume all responsibility for such compliance. I further agree to discontinue any violations of the conditions of the permit upon notice given to me or anyone in charge of the above property by the Code Enforcement Officer. If the permit is revoked I agree to cease operation of the use upon notification of revocation. I understand that any violation of this ordinance is subject to a Five Hundred Dollar (\$500.00) fine for each day of violation. **Please note that approval of this permit may result in a higher sanitation rate on your utility bill.**

\_\_\_\_\_  
 (Applicant signature) (date)

In consideration of the above application, a permit is hereby granted for the above action conditioned upon the terms and specifications set forth above, and the faithful observance of all provisions of the City Building Code, Zoning Ordinance, and all other ordinances applicable to the same.

\_\_\_\_\_  
 City Manager (or Agent) (date)