

APPLICATION FOR HOME OCCUPATIONS
TYPE A AND TYPE B

Applicant's Name _____

Address _____

Phone number (home) _____ **(business)** _____

Nature of business _____

Indicate the area and percentage of the dwelling that will be used for the business:

Hours of operation _____ **Number of employees (other than applicant)** _____

Number and type of vehicle and/or equipment used in the business _____

Where will the vehicle and/or equipment be stored _____

Number of parking spaces to be used for the business _____

Will there be customers coming to the house _____ **If so, how many customers, on average, will come to the house. Please indicate if the number is per day or per week** _____

Will a sign be required for this business _____ **If so, please obtain a copy of Section 606 of the Zoning Resolution.**

Please make sure you have obtained a copy of Section 405 (F), Section 903, and Section 904 (A) of the Zoning Resolution prior to leaving the Zoning Office.

The Zoning Administrator will review this application to determine if a Type A or Type B Home Occupation is needed. If it is determined that a Type B Home Occupation is needed, the applicant will be instructed on the process for making application to the Board of Zoning Appeals. The Zoning Administrator only has the authority to issue Type A Home Occupation Permits.

For office use:
Type A ___ **B** ___

Brian Koher
Zoning Administrator

Date _____

Section 405(F)

F. Home Occupations. *See 904A for conditional use standards applicable to Type B Home Occupations*

1. **Zoning Permit Required.** A home occupation shall only be established subsequent to issuance of a zoning permit.

- A. Home Occupation, Type A: A Type A Home Occupation may be established as a permitted accessory use on a lot on which a dwelling is the principal use provided that it complies with the provisions of Section 405G2 and a zoning certificate is obtained. The Zoning Administrator is authorized to approve Type A home occupations by issuance of a zoning certificate in compliance with the standards provided herein. When the Zoning Administrator determines that a proposed Type A Home Occupation has or may have unusual or excessive impacts upon surrounding properties due to location, character of the lot or structure, or other circumstances, the Zoning Administrator may require that the application for a zoning certificate be referred to the Board of Zoning Appeals at its next regular meeting. The Board may issue, issue with conditions, or deny the zoning certificate.
- B. Home Occupation, Type B: A Type B Home Occupation may be established as an accessory use on a lot on which a dwelling is the principal use provided that it is approved as a conditional use permit by the Board of Zoning Appeals, it complies with the provisions of Section 405G2, it complies with the general and specific standards of Sections 903 and 904 for a Type B Home Occupation as a conditional use, it complies with any additional requirements established by the Board of Zoning Appeals in approving a conditional use permit and a zoning certificate is obtained.

2) **Standards.** A Type A or Type B home occupation shall comply with the following standards:

- A. Only residents of the dwelling in which a Type A home occupation is located - and no person who is not a permanent resident of the dwelling - shall own, conduct, participate in, or be employed in the home occupation.
 - B. No more than one (1) passenger car, van, or pickup truck, designed to carry a load of no more than one (1) ton, and used in the conduct of the business shall be parked on the lot. It shall be parked in a garage or on a paved exterior parking area on the lot. *See Section 707, Parking and Storage of Vehicles.* Parking spaces shall be provided off street for any parking demand generated by the use.
 - C. No exterior alteration of the dwelling shall be permitted which is not consistent and compatible with the normal scale, orientation, or appearance of typical dwellings in the neighborhood. A sign may be installed as provided in Article VI.
 - D. A home occupation shall not occupy an area greater than twenty five percent (25%) of the floor area of the dwelling, including any storage or operations in that part of the dwelling which is the garage, nor more than fifty percent (50%) of the basement.
 - E. Business visitors and deliveries are prohibited between the hours of 9:00 p.m. and 8:00 a.m.
 - F. There shall be no substantial retailing or wholesaling of stocks, supplies or products conducted on the premises; however, delivery of retail products to the consumer off-premises, such as in the course of a mail order business, shall be permitted.
 - G. Equipment used in the home occupation, in excess of those normally permitted on a lot in a residential district, shall only be stored in a garage which is part of the main building or an approved accessory structure.
 - H. Except for the specific permitted impacts established in (a) through (g) above or other impacts approved by the Board of Zoning Appeals, no home occupation shall cause any impact which is perceptible outside of the dwelling including: noise; electrical or electronic interference; use of utilities in excess of normal residential use; traffic; parking of vehicles upon the lot or upon the public road; exterior storage of materials, equipment or waste; lighting in excess of normal residential lighting; or other impacts dissimilar from normal dwelling use. No use shall be permitted which causes or may cause a hazard which exceeds the hazards typical of dwelling use.
- G. **Outdoor Waste Storage.** In commercial and industrial districts, waste materials shall only be stored outside of a building in compliance with the following standards:
- 1. Waste materials shall only be those generated on the site as a result of normal operations of the use.
 - 2. The storage area shall be completely surrounded by a solid fence or wall six (6) feet in height and access gate(s) of equal height.
 - 3. Waste material shall not be stored at a height exceeding the height of the fence or wall.
 - 4. Outdoor waste storage exceeding an area of twenty-five (25) square feet shall only be permitted subject to a zoning permit. Outdoor waste storage exceeding an area of one hundred (100) square feet shall only be approved by issuance of a conditional use permit as provided in Section 904.
 - 5. The storage area fence or wall and gate(s) shall be maintained in good condition and the gates shall be kept shut when waste is not being placed therein or removed therefrom.

903 GENERAL STANDARDS

The Board of Zoning Appeals will review the particular facts and circumstances of each proposed use in terms of the following standards and shall find adequate evidence showing that the use on the proposed location:

- A. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that the use will not change the essential character of the same area.
- B. Will not be hazardous or disturbing to existing or future neighborhood uses.
- C. Will not be detrimental to property in the immediate vicinity or to the community as a whole.
- D. Will be serviced adequately by essential public facilities and services such as highways, roads, police and fire protection, drainage structures, refuse disposal, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service.
- E. Will be in compliance with State, County and Township regulations, including applicable health, building, and electrical codes and subdivision regulations.
- F. Will have vehicular approaches to the property so designed as not to create an interference with traffic on surrounding public roads which differs in nature or volume from other uses permitted in the district.
- G. Will be in compliance with any provision of Section 904 which establishes certain minimum requirements for vehicular access for a specific conditional use, except when the Board of Zoning Appeals determines, on the basis of recommendations by a qualified traffic engineer, that other vehicular access arrangements are more appropriate to ensure public health and safety and the functioning of roads affected by the proposed use.
- H. Will, where the proposed use generates traffic which differs in nature or volume from other uses permitted in the district, or where conditions of access to the lot on which the use is proposed create undue interference with traffic or an undue hazard, or where other characteristics of the traffic generated or the access conditions necessitate, provide for the improvements necessary to mitigate the traffic impacts.
- I. Will not employ loud speakers which cause a hazard or annoyance or disrupt the quiet of the surrounding residential areas.
- J. Will not employ lighting which constitutes a nuisance or impairs safe movement of traffic on any road or highway or shines directly on adjacent properties.
- K. Floodlights to be placed in such a way as to not interfere with surrounding residential areas.
- L. Ball fields shall be faced inward and screen shall be placed so as to protect the surrounding properties from foul/stray balls.

904 SPECIFIC STANDARDS

- A. Home Occupation Type B *See Section 405G for general home occupation standards.*
Home Occupation Type B may be permitted subject to the following conditions:
 - 1. Only residents of the dwelling in which a Type B home occupation is located - and no more than one (1) person who is not a permanent resident of the dwelling - shall own, conduct, participate in, or be employed in the home occupation.
 - 2. Trailers stored on the lot and used in the home occupation shall be stored in an enclosed building or in another screened location approved by the Board. *See also Section 707B5.*

HOME OCCUPATION TYPE A. A home occupation involving any of the following activities:

- A. Office
- B. Instruction in music, dance, or similar arts
- C. Tailor, seamstress
- D. Home party sales, provided sales events in which customers come to the dwelling for purposes of viewing, ordering, or purchasing goods do not occur more frequently than one (1) time in any seven (7) day period.