

HOME OCCUPATION APPLICATION

Address: _____

Name: _____

Property Owner: _____

Phone: _____

Email: _____

Business Name: _____

Business Phone: _____

Hours of Operation: _____

Describe Home Occupation: _____

Will there be retail: _____

Explain how the retail will work: _____

What percentage of the primary structure is being used for the Home Occupation: _____

What percentage of the garage is being used for the Home Occupation: _____

How many parking spaces are needed for the Home Occupation: _____

How much traffic will your Home Occupation generate: _____

List your employees and whether they live at the Home Occupation site: _____

Will you create odor, dust, noise, electrical disturbances, glare or vibrations noticeable outside of the building: _____

Do you understand that there is to be no outside storage of material or equipment or display of merchandise: _____

Will you have a sign on your property (limited to 2'x2'): _____

Please feel free to submit any additional information including pictures, letters of support, site plans, etc.

§ 156.084 HOME OCCUPATION ORDINANCE

(A) Intent. To allow such limited passive commercial-type uses in a residential area as would not detract from the character and integrity of residential neighborhoods, identify conditions under which such uses may be permitted and continue to require all other commercial uses to be located only in commercial zoning districts. Home occupations are allowed as accessory uses if they satisfy the following conditions:

- (1) Maintain the integrity of the neighborhood and preserve the residential character of neighborhoods by encouraging compatible land uses;
- (2) Provide residents of the City with an option to utilize their residences as places to enhance or fulfill personal economic goals as long as the choice of home occupations does not infringe on the residential rights of neighbors; and
- (3) Assure that public and private services such as street, sewer, water or electrical systems are not burdened by home occupations to the extent that usage exceeds that which is normally associated with the residence.

(B) Provisions. In addition to the parking, signage, accessory structure requirements of any other applicable sections of this chapter, home occupations and extended home occupations shall comply with the following provisions.

- (1) Home occupations, where allowed by this chapter, shall comply with the following provisions:
 - (a) The location, characteristics and the like of the home occupation shall comply with all other City code.
 - (b) The use shall be clearly incidental or subordinate to the dwelling. The area within the principal structure used by the home occupation shall not exceed 25% of the dwelling unit's gross floor area. Attached or detached garages or other accessory structure shall not be included in the calculation of the dwelling unit's gross floor area. If the dwelling is in the B-1, B-1A, B-2, or BT zoning district, then the entire lower level of the dwelling may be used for the home occupation and the upper level used for living purposes.
 - (c) The home occupation shall only be located within the dwelling.
 - (d) The residential off-street parking requirements shall be met. The home occupation shall not utilize more than three parking spaces, either off-street or on-street, at any given time in addition to the parking spaces required for the principal use. If the dwelling is in the B-1, B-1A, B-2, or BT zoning district, more parking spaces may be utilized and shall meet the intent of the code for parking lot improvements and number of spaces required or as approved by the Zoning Administrator.
 - (e) The use shall not generate pedestrian or vehicular traffic beyond what is reasonable to the zoning district in which it is located.
 - (f) No nonhousehold member shall be employed on the premises. If the dwelling is in the B-1, B-1A, B-2, or BT zoning district and the lower level is entirely devoted to the business, additional employees may be employed on the premises.
 - (g) There shall be no exterior evidence of the home occupation. No outside storage of material or equipment or display of merchandise is permitted.
 - (h) The use shall not create odor, dust, noise, electrical disturbances, glare or vibrations noticeable outside of the building that could render the building or premises objectionable or detrimental to the residential character of the neighborhood.
 - (i) On the premises, retail sales shall be prohibited except for the retail sales of products or goods produced or fabricated on the premises as a result of the home occupation, except for the occasional sale of items that are primarily sold mail order or sold over the Internet. If the dwelling is in the B-1, B-1A, B-2, or BT zoning district, then retail sales may be allowed.
- (2) Extended home occupations, where allowed by this chapter, shall comply with the following provisions:
 - (a) The location, characteristics and the like of the home occupation shall comply with all other city codes.
 - (b) The home occupation may be located within an attached garage or separate accessory building in addition to the dwelling.
 - (c) The residential off-street parking requirements shall be met. The home occupation shall not utilize more than four parking spaces, either off-street or on-street, at any given time in addition to the parking spaces required for the principal use.

(d) Not more than 25% of the square footage of the dwelling unit shall be used for the home occupation. Not more than 25% of an attached or detached garage shall be used for the home occupation. No part of the home occupation area shall displace the original purpose of the garage. A separate accessory building may be devoted solely to home occupation activities.

(e) The use shall not generate pedestrian or vehicular traffic beyond what is reasonable to the district in which it is located.

(f) The principal operator of the home occupation must reside on the premises.

(g) Up to one non-household member may be employed on the premises.

(h) There shall be no exterior evidence of the home occupation. No outside storage of material or equipment or display of merchandise is permitted.

(i) The use shall not create odor, dust, noise, electrical disturbances, glare or vibrations noticeable outside of the building that could render the building or premises objectionable or detrimental to the residential character of the neighborhood.

(j) Hours of operation shall be established with the granting of the interim use permit (IUP).

(k) On the premises, retail sales shall be prohibited except for the retail sales of products or goods produced or fabricated on the premises as a result of the home occupation, except for the occasional sale of items that are primarily sold mail order or sold over the Internet.

(C) Daycare. Residential daycare facilities are exempted from all provisions provided in this section pursuant to M.S. § 462.357, Subdivision 7, as it may be amended from time to time.

(D) Nonconforming uses. Any home occupation lawfully existing upon the effective date of this section may be continued at the size and manner of operation existing upon such date, provided that such occupation meet the exterior evidence and hours of operation requirements of this amendment. All home occupations effective after the date of this section will be subject to the requirements of this section.

(E) Home occupation permit required.

(1) No home occupation shall be established unless a home occupation permit has been obtained. An application for a home occupation permit shall be made in writing on forms furnished by the Zoning Administrator. There shall be no fee charged for the home occupation permit.

(2) Existing home occupations have one year from the effective date of this amendment to apply for a home occupation permit.

I have read the Home Occupation Ordinance and understand it.

I understand that an Extended Home Occupation requires an Interim Use Permit, which much be applied for through the Planning Department.

Printed Name: _____ Date: _____

Signature: _____

Property Owner Printed Name: _____ Date: _____

Property Owner Signature: _____