

HOME OCCUPATION APPLICATION

All proposed home occupation uses shall meet the standards of home occupations as set forth in Section 7.7 of the Unified Development Ordinance.

SECTION 6.5 - TABLE OF USES AND ACTIVITIES

	R-20	R-9	R-7	R-6	R-6MF	R-6MH	O&I	CB	CR	C-LD	OS	AD	ID	PCO
Home Occupation	PS	PS	PS	PS	PS	PS								

Required Materials & Fees:

1. Completed Home Occupation Application with all required signatures. Incomplete applications will not be processed. Please call the Development Services Department for assistance with application, if needed.
2. Sketch plan with total floor area of home and total floor area to be used for business labeled – Page 2. (7.7.3)
3. Narrative – Include specific details of the proposed business and activities on site. (equipment, traffic generation, will customers be frequenting the residence, etc.) - Page 2.
4. Home Occupation Fee - \$50. Fees will be processed by Permitting at time of permit issuance 910-933-6154.

APPLICANT INFORMATION:

Name: _____

Address: _____

Phone: _____

Email: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

HOME OCCUPATION INFORMATION:

Name of Business: _____

Property Address: _____ PID: _____

Total Area Principal Structure (sq ft): _____

Total Area for Use (Max 25%): _____

of On-Site Employees (Max 2): _____

Location of Business (Check 1): In Home OR In Accessory Structure

Will the proposed business require regular deliveries/pick-ups by heavy trucks or trailers? YES NO

Are customers expected to regularly access the property? YES NO

Will any activities or storage be occurring exterior to the residence? YES NO

NARRATIVE:

A brief description of the proposed activities, materials, equipment, traffic generation (if any), or other details associated with the proposed home occupation.

SKETCH PLAN:

Provide or draw a simple sketch of the floorplan (only level of floor being used for home occupation for sketch). The total floor area for the principal structure and total area used for the home occupation **MUST** be labeled in sq ft.

Applicant Signature: _____

Date: _____

Owner Signature: _____

Date:

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