



SECTION 6.03

Registration of Home Occupation

The Intent of regulations governing Home Occupations is to insure compatibility of home occupations with other permitted uses and with the residential character of the district and neighborhood in which the home occupation is located as well as clearly establishing the secondary or incidental status of home occupations in relation to the primary use of the lot for residential purposes.

Registration of Home Occupation:

Expected Review Time: Approximately 5-10 business days or less

Primary Processing Department: Planning & Zoning

Departments involved in Home Occupation Registration review process: Planning & Zoning, Building Codes Enforcement, Water Quality and Engineering

REGISTRATION OF HOME OCCUPATION APPLICATION REVIEW PROCESS

[Amended Resolution #03-25]

Prior to Filing Application:

1. Schedule a preliminary consultation through the Department of Planning & Zoning if you have questions regarding whether a Home Occupation is permitted or for UDO interpretation. This consultation may be held the same day as the submittal of the Application for Registration of Home Occupation.

Application Filing:

1. Submit Application for Home Occupation Registration along with all supporting documentation to the Department of Planning & Zoning. The Home Occupation Packet provides a detailed list of all application submittal requirements.
2. Department of Planning & Zoning will notify Applicant of an incomplete application or any missing information within two (2) business days after the submittal date. This information must be completed and submitted within five (5) business days, or the application will be considered incomplete, marked as such and the application will be returned to the applicant.

Application Review Process:

1. The Department of Planning & Zoning will forward a copy of the completed petition to all staff in the specific review process.
2. Staff will review the submitted petition and the Department of Planning & Zoning will forward all Staff comments to those named on the Petition if additional information, clarification, or modifications are needed.

Determination of Official Action:

1. Within five (5) business days after the submittal or re-submittal date, the Director shall make a final determination to either approve, approve with conditions, or deny the petition request based upon confirmation from the other Department Directors involved in the review procedure.
2. The Department of Planning & Zoning will notify all persons named on the UDO Permit for Accessory/Temporary Use, Building or Structure Petition regarding the Director's decision within five (5) business days.

Next Steps:

1. Apply for and obtain a Privilege License from the Finance Department.
2. Report any changes or modifications to the Home Occupation to the Department of Planning & Zoning.