

TOWN OF HOLLY SPRINGS HOME OCCUPATION

DPM Appendix #A.13
Supplement #12
March 2015



General Information

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.

A preliminary consultation through the Department of Planning & Zoning may be scheduled by contacting the Department at (919) 557-3908.

The full review procedures for Registration of Home Occupations can be found in the *Town of Holly Springs Development Procedures Manual*.

FOR MORE INFORMATION:

Current Fee Schedule: www.hollyspringsnc.us/planning

Review Process: Town of Holly Springs Development Procedures Manual (DPM)-
Registrations of Home Occupations – Section 6.03

Regulations: Town of Holly Springs Unified Development Ordinance – Section 2.08

The DPM is available for purchase in the Department of Planning & Zoning or on-line at:
www.hollyspringsnc.us/planning

Submittal Requirements

Only complete submittals will be processed. The following items must be submitted in order for your application to be deemed complete.

- Home Occupation Registration Application (signed)
- Processing Fees (make check payable to: Town of Holly Springs)
- Site Drawing / House Plan depicting total area used for the home occupation

Permitted Home Occupations:

In accordance with UDO Section 2.08, C., 3., the following use if in compliance with the specific UDO regulations qualify as a permitted home occupation: (list is not all inclusive)

- a. Artist's, Musician's or Writer's Studio.
- b. Barber / Beauty Shop (limited to no more than one (1) client at a time).
- c. Cake Making or Decorating (not a catering or commercial bakery facility).
- d. Dressmaking, Millinery, Sewing or Tailoring.
- e. Home School, including Cottage Schools.
- f. Personal Chef. [Added Ordinance #06-15]*
- g. Personal Office for a(n):
 - Accountant;
 - Architect;
 - Broker;
 - Consultant;
 - E-Commerce Business Office. [Added Ordinance #06-15]*
 - Engineer;
 - Insurance Agent;
 - Lawyer;
 - Notary Public;
 - Planner;

Real Estate Agent;
Sales Representative.

- h. Photography Studio (limited to not more than one (1) client at a time). [Amended Ordinance #06-15]*
- i. Teaching or Tutoring, including musical instruments or dance, when limited to one pupil at a time.
- j. Other uses that comply with the intent and conditions set forth above in this Section.

Prohibited Home Occupations:

In accordance with UDO Section 2.08, C. 2., the following uses, by the nature of the investment or operation, have a pronounced tendency, once started, to rapidly increase beyond the limits specified above for home occupations and impair the use, value and quiet enjoyment of adjacent residential properties. Therefore, the uses specified below shall not be permitted as home occupations:

- a. Antique, Thrift, Book or Gift Shop. [Amended Ordinance #13-09]*
- b. Appliance Repair, large or small.
- c. Auto/Vehicle Repairs, major or minor.
- d. Bicycle Repair or Service. [Amended Ordinance #06-15]*
- e. Catering. [Added Ordinance #06-15]*
- f. Commercial Bakery Facility. [Added Ordinance #06-15]*
- g. Dance Studio.
- h. Dental Office or Clinic.
- i. Freight, Trucking or Shipping.
- j. Lawn Mower Repair or Service.
- k. Medical Office or Clinic.
- l. Painting of Vehicles, Trailers, Boats, etc.
- m. Photo Developing.
- n. Private Schools with Organized Classes.
- o. Restaurants, Eating or Drinking Establishments.
- p. Upholstering.
- q. Television or Radio Repair.
- r. Tool or Equipment Rental.
- s. Tooling, Welding or Machine Shop.
- t. Veterinary Clinic, Kennel, or Stable.
- u. Any use not in compliance with the intent and conditions set forth in this Section.

Violation of Home Occupation Regulations:

Violations of the Home Occupation regulations are subject to the Enforcement provisions of the Town of Holly Springs Unified Development Ordinance.

Special Requirements:

Family Child Care Home

Family Child Care Homes require a Special Exception Use Permit. A Concept Plan Review Meeting is required prior to submitting for a Special Exception Use Permit. Please call the Department of Planning & Zoning at (919) 557-2930 to schedule this meeting. During the Concept Plan Review Meeting, Staff will outline the additional steps required.

Home Occupations with Clients Visiting the Home

Certain businesses require clients to visit the Home. These businesses are required to be in compliance with American Disabilities Act and require additional permits from the Town of Holly Springs Building Code Enforcement Department. Please contact them at (919) 557-3915.

Additional Information

A privilege license is required in order to conduct business with the Town of Holly Springs jurisdiction. For more information please call the Finance Department at (919) 557-2923.

Please notify the Department of Planning & Zoning of any changes or modifications to the Home Occupation including moving and closing the business.



Town of Holly Springs
128 S. Main Street
P.O. Box 8
Holly Springs, NC 27540

Department of Planning & Zoning
919.557.3908
www.hollyspringsnc.us/planning

HOME OCCUPATION

The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
www.hollyspringsnc.us/planning



General Information

Project Location _____
Use street address. If none, use the closest intersection

PIN _____ Real Estate ID _____

Zoning _____ Subdivision _____

For DPZ Use Only

Type _____

20____ - _____

Project # _____ - _____ - _____

Fees Paid \$ _____

Date Received _____

Business Information

Business Name _____

Scope of Business _____

Petition Contact Information (complete each contact in its entirety- please print or type)

Project Applicant/Contact (check one) Owner Other _____

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ Alt. Telephone# () _____

Fax# () _____ E-Mail _____

Property Owner(s) if different than Applicant/Contact

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ Alt. Telephone# () _____

Fax# () _____ E-Mail _____

Home Occupation Registration & Required Conditions

Employees:

Do you have any employees other than residents of the dwelling? Yes No
If yes, how many? _____ If yes, at what time of day will they be at your dwelling? _____

Customers:

Will you have customers, clients or patrons come to your dwelling? Yes No
If yes, average number per day? _____ If yes, average number at one time? _____
If yes, at what time of day will they be at your dwelling? _____

Vehicle Use:

Does your business require the use of vehicles? Yes No
If yes, how many? _____ If yes, what type of Vehicle? _____
If yes, do you have any company information (signs) on the vehicle? Yes No
If yes, what is the size of the signs on the vehicle? (provide square footage of the sign) _____
If yes, will they be parked in an enclosed building? Yes No

Dwelling Information: (Attach a site plan/house layout clearly indicating area for home occupation)

What is the total Square Footage (S.F.) of your dwelling? _____ S.F.
What is the total area of the dwelling to be utilized for the Home Occupation? _____ S.F.

Will any type of Electrical, Plumbing or Mechanical work or equipment be required in conjunction with the Home Occupation? Yes No If yes, please specify: _____

All electrical, mechanical or plumbing work in conjunction with the installation of electrical equipment is to be done under a separate electrical permit from the Town of Holly Springs Building Inspections Department.

Deliveries:

Does your Home Occupation require deliveries to the dwelling? Yes No
If yes, at what time of day will they be at your dwelling? _____

Conditions: Home occupations shall be permitted in all residential districts subject to the following conditions:

- a. Home occupations shall be limited to: (i) family members residing within the dwelling and who make the dwelling their primary place of residence; (ii) a maximum of one non-resident employee; and (iii) a maximum of one customer, client or patron in the dwelling at any one time. [Amended Ordinance #13-09]
- b. The use of the dwelling unit for the home occupation shall be incidental and subordinate to the use for residential purposes by the occupants. No more than twenty (20) percent of the gross floor area of the dwelling unit shall be used in the conduct of the home occupations.
- c. There shall be no structural alterations to the interior of the dwelling to accommodate a home occupation which would render the dwelling undesirable for residential use
- d. There shall be no structural additions, enlargements or exterior alterations changing the residential appearance of the dwelling or the lot or other visible indications of the conduct of the home occupation.
- e. There shall be no additional or separate entrance to the dwelling for the purpose of conducting the home occupation.
- f. There shall be no internal or external alterations, construction features, or use of electrical or mechanical equipment which would change the fire rating of the structure.
- g. There shall be no outdoor storage of any kind related to the home occupation.
- h. All aspects of the home occupation shall be conducted within the dwelling structure in which the occupant makes his/her residence. No home occupation shall be conducted in any detached accessory building.
- i. There shall be no traffic generated by a home occupation which is greater in volume than that which would be normally expected in the residential area in which the home occupation is located.
- j. There shall be no equipment or process used in the home occupation which creates noise, vibration, glare, smoke, fumes, odors, or electrical interference detectable to the normal senses at any point beyond the lot line in such a manner as to annoy, disturb, frighten or otherwise interfere with the use and quiet enjoyment of adjacent properties, or which creates water usage or the production of sewage other than domestic in nature.
- k. There shall be no electrical or mechanical equipment utilized in the home occupation which will create any visual or audible interference with radio or television reception or which will cause fluctuations in line voltage off the premises.
- l. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises other than vehicles normally associated with residential home delivery (i.e., postal or united parcel vehicles).
- m. The dwelling shall not be altered in its appearance and the home occupation shall not be conducted in such a manner as to differentiate the dwelling from the residential character of the area by either use of colors, materials, construction, separate entrances, lighting, signs or other means.

Owner's Authorization

I HEREBY CERTIFY that the above information is true and correct and that I am aware of the requirements governing Home Occupations as stated in the Town of Holly Springs Unified Development Ordinance (UDO) and that I will comply to all applicable regulations. Failure to do so will subject me to violation of the Town Ordinance and possible fines.

Owner's Signature

Date

Department of Planning & Zoning Action

Approved Denied

Date

Signature of Town of Holly Springs Authorized Agent