

FOR OFFICE USE ONLY

HO # _____

Fee Amount \$ _____ Date Paid _____ By who? _____ Receipt # _____ Ck# _____ By: _____

Application for Class A Home Occupation Clearance



Home Occupation Class A Clearance = \$27.00

Home Occupation, Class A: An occupation, not expressly prohibited by section 5.2, conducted for profit within a dwelling unit solely by one or more members of the family residing within the dwelling unit; provided that nothing herein prohibits the occupation from engaging other persons who work off-site and do not come to the dwelling unit to engage in the occupation.

Name of Business: _____

Type of Business: _____

Tax map and parcel: _____ Zoning: _____

Contact Person (Who should we call/write concerning this project?): _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # (____) _____ E-mail _____

Owner of Record _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # (____) _____ E-mail _____

This certificate, in conjunction with a business license, represents zoning approval to conduct the Class A Home Occupation identified above. Each home occupation is subject to the following:

PLEASE CHECK EACH BOX SO THAT IT IS CLEAR THAT YOU HAVE READ AND UNDERSTAND THE REQUIREMENTS FOR THIS CLEARANCE

LOCATION & AREA

The home occupation shall be conducted entirely within the dwelling unit, provided that not more than twenty-five (25) percent of the gross floor area of the dwelling unit shall be used for the home occupation and further provided that the gross floor area used for the home occupation shall not exceed one thousand five hundred (1500) square feet. [Section 5.2 (b) 1]

EXTERIOR APPEARANCE

There shall be no change in the exterior appearance of a dwelling unit or other visible evidence of the conduct of a home occupation. [Section 5.2 (c) 1]

SALES

No home occupation shall sell goods to a customer who comes to the site except for goods that are hand-crafted on-site and goods sold that are directly related to a beauty shop or a one-chair barber shop home occupation. [Section 5.2 (d)]

**County of Albemarle Department of Community Development
401 McIntire Road Charlottesville, VA 22902 Voice: (434) 296-5832 Fax: (434) 972-4126**

TRAFFIC

The traffic generated by a home occupation shall not exceed the volume that would normally be expected by a dwelling unit in a residential neighborhood. [Section 5.2 (e)]

PARKING

All vehicles used in a home occupation and all vehicles of customers, clients or students shall be parked on-site. [Section 5.2 (f)]

PERFORMANCE STANDARDS

The home occupation shall comply with the performance standards in section 4.14. [Section 5.2A (k)]

Does the use involve **procedures, machinery or chemicals** that may cause the following?

	YES	NO
NOISE		
VIBRATION		
GLARE		
HEAT		
AIR POLLUTION		
WATER POLLUTION		
RADIOACTIVITY		
ELECTRICAL DISTURBANCE		
NON-DOMESTIC WASTE DISCHARGED TO A SEPTIC FIELD OR SEWER		

If YES, then applicable standards must be addressed with a Certified Engineer's Report (available from staff).

PROHIBITED USES

The following uses are expressly prohibited as home occupations: (1) tourist lodging; (2) nursing homes; (3) nursery schools; (4) day care centers; and (5) private schools. [Section 5.2 (h)]

WAIVERS AND MODIFICATIONS: The above standards are eligible for waiver or modification by the Planning Commission. Ask staff for more information about applicable fees and process. [Section 35 and Section 5.1]

Owner/Applicant Must Read and Sign

I hereby apply for approval to conduct the Home Occupation identified above, and certify that this address is my legal residence. I also certify that I have read the restrictions on Home Occupations, that I understand them, and that I will abide by them.

Signature of Owner/Applicant

Date

Print Name

Daytime phone number of Signatory

Reviewer

Date

ENGINEER'S REPORT ATTACHED: YES _____ NO _____

CONDITIONS:

