

FOR OFFICE USE ONLY

HO # _____

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

Application for Major Home Occupation Clearance

(Only for parcels in the Rural Areas Zoning District)



Major Home Occupation Clearance = \$31.20

Application fee: \$30 + Technology Surcharge: \$1.20 + applicable fees

This application may require additional review by the Fire Marshal. Fees in addition to those shown on this application may be required by the Fire Prevention Code Fee Schedule. A copy of the schedule is available from the Fire Marshal.

Home Occupation, Major: An occupation, not expressly prohibited by section 5.2A, conducted for profit within a dwelling unit solely by one or more members of the family residing within the dwelling unit and up to two (2) additional persons not residing within the dwelling unit, with or without the use of accessory structures; provided that nothing herein prohibits the occupation from engaging other persons who work off-site and do not come to the dwelling unit or to any accessory structure to engage in the occupation.

Applicant **MUST HAVE** the following information to apply:

- 1) Tax Map and Parcel Number (or Address) and a description of the Home Occupation.
- 2) A Floor Plan Sketch on the next page with the following:
 - a) The total square footage of the dwelling;
 - b) The square footage of area within the home being used for the occupation (note this cannot be more than 25% of the gross square footage of the dwelling).
- 3) If applicable, a survey, plat, or aerial map showing accessory structures and parking associated with the home occupation. The [GIS Web](#) enables easy viewing and printing of aerial maps.

Name of Business: _____

Type of Business: _____ Tax map and parcel: _____

Applicant / 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 _____

DESCRIPTION OF USE (If necessary, attach an additional sheet. Include information about the number of vehicles and number of employees associated with the use, hours of operation, use of accessory structures, etc.):

Each major home occupation authorized in the Rural Areas zoning district 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

This home occupation shall be conducted within the dwelling unit or accessory structures, or both, at the address listed above and by the noted applicant, 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 cumulative area used for the home occupation, including the gross floor area within the dwelling unit or any accessory structure and the area used for outdoor storage as provided in section 5.2A(g), shall not exceed one thousand five hundred (1500) square feet. Plants that are planted in the ground that are to be used for a major home occupation do not count toward the one thousand five hundred (1500) square feet limitation. [Section 5.2A (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 the home occupation, except that one home occupation sign may be erected as authorized by section 4.15. Accessory structures shall be similar in façade to a single-family dwelling, private garage, shed, barn or other structure normally expected in a residential area and shall be specifically compatible in design and scale with other residential development in the area in which it is located. Any accessory structure that does not conform to the applicable setback and yard requirements for primary structures shall not be used for a home occupation. [Section 5.2A (c) (1)]

VISITORS & SALES

Customers, clients and students are permitted to visit the property where the home occupation is conducted. Only goods that are hand-crafted on-site and goods that are directly related to the home occupation, including but not limited to tools for pottery making and frames for artwork are permitted to be for sale to customers who comes to the site. [Section 5.2A (d) (1)]

TRAFFIC

The traffic generated by the home occupation shall not exceed ten (10) vehicle round trips per day or more than thirty (30) vehicle round trips per week. For the purposes of this section, a “vehicle round trip” means one vehicle entering and exiting the site. [Section 5.2A (e)]

PARKING

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

OUTDOOR STORAGE

The storage of goods, products, equipment other than vehicles used in the home occupation, or any materials associated with the home occupation, other than natural landscaping materials such as mulch and plants, outside of an enclosed structure is prohibited. [Section 5.2A (g)]

HOURS OF OPERATION

The home occupation may operate up to six (6) days per week and the hours of operation shall be between 7:00 a.m. and 8:00 p.m. for those home occupations that have employees, customers, clients or students visiting the site. [Section 5.2A (h)]

NUMBER OF VEHICLES

The number of vehicles that may be used in the home occupation that are parked or stored on-site shall not exceed two (2) motor vehicles and two (2) trailers. [Section 5.2A (i)]

NUMBER OF HOME OCCUPATIONS

More than one home occupation is permitted on a parcel, provided that the area occupied and the traffic generated by the home occupations shall be considered cumulatively and all requirements of this section shall apply. [Section 5.2A (j)]

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

- | | |
|---|--|
| (1) any use requiring a special use permit under section 10.2.2 | (10) shooting ranges |
| (2) animal rescue centers | (11) commercial stables |
| (3) automobile graveyards | (12) rummage or garage sales other than those determined by the zoning administrator to be occasional |
| (4) restaurants | (13) veterinary clinics or hospitals |
| (5) storage yards | (14) pyrotechnic (fireworks or bomb) device manufacturing or sale |
| (6) gun sales, unless the guns are made on-site by one or more family members residing within the dwelling unit | (15) Any other use not expressly listed that is determined by the zoning administrator to be contrary to the purpose and intent of section 5.2A. |
| (7) on-site pet grooming | |
| (8) body shops | |
| (9) equipment, trailers, vehicles or machinery rentals | |
- [Section 5.2A (l)]

NOTIFICATIONS & INSPECTIONS

Written notice that an application for a zoning clearance for a major home occupation has been submitted will be sent to the owner of each abutting parcel under different ownership than the parcel on which the proposed home occupation would be located. The notice will identify the proposed home occupation, its size, its location, and whether there is a request for a waiver or modification. The notice shall invite the recipient to submit any comments before the zoning clearance is acted upon. The notice shall be mailed at least five (5) days prior to the action on the zoning clearance as provided in section 32.4.2.5. [Section 5.2A (n)]

SIGNAGE

One sign that does not exceed four (4) square feet in sign area and only states the name of the person occupying the dwelling and identifies the product or service offered by the home occupation is permitted. No additional permit is required for this sign, however, it must not exceed 6 ft. in height and must be setback at least 5 ft. from the public road right-of-way. [Section 4.15.2 (25) and 4.15.8]

ADDITIONAL IMPROVEMENTS AND REVIEWS FROM OTHER AGENCIES

A zoning clearance shall not be issued if, after review of any site, additional improvements are necessary to protect public health or safety. [Section 31.5 (c)]

Other state and local resources, including but not limited to the Health Department, Virginia Department of Transportation, Building Official, and County Engineer are commonly asked to comment on Home Occupation applications.

WAIVERS OR MODIFICATIONS MAY BE SOUGHT ONLY FOR THE FOLLOWING:

AREA

The area requirements in section 5.2A(b) may be waived or modified, provided that the waiver or modification shall not authorize the home occupation to occupy more than forty-nine (49) percent of the gross floor area of the dwelling. In granting a waiver or modification of the area requirement, the commission shall make the following findings in addition to those findings in section 5.1: (1) the nature of the home occupation requires storage or additional space within the dwelling unit to conduct the home occupation; (2) the primary use of the dwelling unit as a residence is maintained; and (3) the waiver or modification would not change the character of the neighboring agricultural area or the residential neighborhood.

[Section 5.2A (m) (1)]

TRAFFIC

The traffic limitation in section 5.2A (e) may be waived or modified. In granting a waiver or modification of the traffic limitation, the commission shall find, in addition to those findings in section 5.1, that the waiver or modification would not change the character of the neighboring agricultural area or the residential neighborhood.

[Section 5.2A (m) (2)]

A public notice sign will posted on the property for the duration of the review of the special exception.

REVIEW PROCESS AND ADDITIONAL FEES

<u>WITHOUT SPECIAL EXCEPTION</u>	<u>WITH A SPECIAL EXCEPTION</u>
<ol style="list-style-type: none"> 1. Submit Home Occupation application (\$31.20). 2. Staff will review for completion and mail abutting owner notification 3. Staff will visit property to review parking areas, proposed location of sign, and storage areas (if applicable). 4. Staff will approve application if requirements have been met. 	<ol style="list-style-type: none"> 1. Submit Home Occupation application and Special Exception application (\$31.20 + \$523.12). 2. Staff will review for completion and mail abutting owner notification (\$448). 3. Staff will visit property to post public notice sign, review parking areas, proposed location of sign, and storage areas (if applicable). 4. Staff will coordinate date of next available Board of Supervisors meeting to process special exception 5. Staff will approve application if requirements have been met and pick-up public notice sign.

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. This certificate, in conjunction with a business license, represents zoning approval to conduct the Home Occupation identified above.

Signature of Applicant

Date

Other Official

Date

Building Official

Date

Zoning Official

Date

ENGINEER’S REPORT ATTACHED: YES _____ NO _____

CONDITIONS: _____

