

FOR OFFICE USE ONLY	HO # _____	
Fee Amount \$ _____	Date Paid _____	By who? _____ Receipt # _____ Ck# _____ By: _____

Application for Minor Home Occupation Clearance

(Only for parcels in the Rural Areas Zoning District)



Minor 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, Minor: 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; 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.

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).

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 parking areas, hours of operation, etc.):

Each minor 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

APPLICANT, LOCATION & AREA
 The home occupation shall be conducted entirely within the dwelling unit 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 gross floor area used for the home occupation shall not exceed one thousand five hundred (1500) square feet. **[Section 5.2A (b)]**

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

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. [Section 5.2A (c)]

VISITORS & SALES

No customers, clients or students may visit for a purpose related to the home occupation. The sale of goods or the provision of services by the home occupation to a customer, client or student at the site is **prohibited**. [Section 5.2A (d)(2)]

OUTDOOR STORAGE

The storage of goods, products, equipment other than vehicles used in a 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)]

NUMBER OF VEHICLES & PARKING

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

NUMBER OF HOME OCCUPATIONS

More than one home occupation is permitted on a parcel, provided that the area occupied and 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
- (2) animal rescue centers
- (3) automobile graveyards
- (4) restaurants
- (5) storage yards
- (6) gun sales, unless the guns are made on-site by one or more family members residing within the dwelling unit
- (7) on-site pet grooming
- (8) body shops
- (9) equipment, trailers, vehicles or machinery rentals
- (10) shooting ranges
- (11) commercial stables
- (12) rummage or garage sales other than those determined by the zoning administrator to be occasional
- (13) veterinary clinics or hospitals
- (14) pyrotechnic (fireworks or bomb) device manufacturing or sale
- (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.

[Section 5.2A (I)]

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)]



NOTIFICATIONS & INSPECTIONS

Written notice that an application for a waiver or modification has been requested for a minor 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 the 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. In addition, a public notice sign will be posted on the property for the duration of the review.

[Section 5.2A (n)]

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 approve the 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. 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 within the dwelling at address listed 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 Owner/Applicant

Date

Print Name

Daytime phone number of Signatory

Reviewer

Date

ENGINEER'S REPORT ATTACHED: YES _____ NO _____

CONDITIONS: _____

