

New Map# _____
Map/Lot # _____

Office use only

Application #: _____
Date Submitted: _____

MINOR HOME OCCUPATION PERMIT

- A. Please complete the entire application. Failure to do so will delay processing it. The completed application and all supporting information must be submitted by the Deadline Date in order for your appeal to be heard at the next meeting of the Zoning Board. If you cannot meet the requirements as set forth in this application, then you must apply for a Special Exception from the Zoning Board of Adjustment for a Major Home Occupation.

PRINT legibly and in INK. The application must be signed and dated. The owner must sign the application or a letter of authorization from the owner must be attached. ***You must be present at the meeting to speak for your application.***

1. Location of the property for which the appeal is being applied:

Street Address: _____

Owner

Person Completing Application

2. Name:

Address:

City/State/Zip:

Phone #:

Email:

3. Zoning Classification: _____

4. Briefly describe the PROPOSED project, be specific:

5. Please attach to the application a plot plan, on an 8 ½ x 11 sheet of paper, or survey plan that shows: the existing property lines; all existing structure(s) and their setbacks from the property lines and all parking areas being utilized for the home occupation. You must also attach a floor plan, clearly designating what area of the home will be utilized for the home occupation.

6. Site has (Check appropriate response): ☐ City Water ☐ City Sewer ☐ Well ☐ Septic

7. Was a Variance previously granted for this site: ☐ Yes ☐ No

Please respond to whether the following is a true statement or a false statement and EXPLAIN your answers in DETAIL:

- B. A MINOR HOME OCCUPATION may be granted if all the following criteria are met:

- | | | |
|--|-------------------------------|--------------------------------|
| 1. The use shall be conducted within an EXISTING residential dwelling or accessory building, but not both: | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 2. There will be no generation of noise, dust, odors, vibration or fumes: | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 3. There will be no outside storage: | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 4. Deliveries shall be by normal household parcel delivery trucks: | <input type="checkbox"/> True | <input type="checkbox"/> False |

5. The home occupation is being conducted by a member of the family who resides at the premise. ☐ True ☐ False

Who will be conducting the home occupation: _____

One other employee who does not reside at the premise can be employed, will you be employing another person, and if so, whom? _____

6. No more than one client or client group is expected at any given time, with the exception of the overlap of scheduled appointments: ☐ True ☐ False
7. A sign, no large than 2' x 2' will be utilized: ☐ True ☐ False
8. Adequate parking is available and a plot plan has been submitted showing the parking location: ☐ True ☐ False
9. No external alterations, above and beyond customary changes to a residential structure, will be conducted. Also, a building permit will be applied for prior to any work commencing: ☐ True ☐ False
10. The area devoted to the home occupation is not greater than 25% of the gross floor area (as assessed by the City of Franklin Assessing office) of the principal or accessory structure: ☐ True ☐ False
11. I understand that this home occupation does not carry over with a sale of the property and expires at the time of termination of the business or in the event that the person holding such a permit ceases to reside at the specified location: ☐ True ☐ False
12. All building codes and/or fire and life safety codes must be met for all portions of the structures used for the proposed occupation. You must have Chuck Bodien, building inspector, come out for an inspection prior to the opening of the home occupation: ☐ True ☐ False

If you answered false to any questions above, please explain why:

Your application is incomplete unless the following are submitted:

- i. Letter of authorization, if you are not the owner;
- ii. Plot Plan sketch (refer to Letter A, #5 above);
- iii. Floor plan with area being used for the home occupation well marked.

Note: The Zoning Administrator may require more information if necessary and may request a Site Visit to your property.

Signature of Applicant

Date

Office Use Only:

Date of Submission: _____ Fee Collected ☐ Yes ☐ No Form of Pymt: ☐ Cash ☐ Check # _____

Decision: ☐ Granted ☐ Denied Planning and Zoning Administrator: _____

Comments, if Any: _____

§ 305-25. Home occupations. [Amended 12-1-1997 by Ord. No. 97-3; 2-7-2005 by Ord. No. 07-05]

- A. Minor home occupations. Minor home occupations include, and are similar to but not limited to, professional offices such as accountants, attorneys, and mental health providers, business or computer consultants, seamstresses, tax preparers, appraisers, architects, secretarial services providers, seasonal sales of agricultural products, and music teachers. These uses are allowed upon the issuance of a permit from the Planning and Zoning Administrator in conformance with the following conditions:
- (1) The use is conducted within the residential dwelling or any accessory building on the property, but not both.
 - (2) The proposed occupation does not involve the generation of noise, dust, odors, vibration or fumes.
 - (3) No outside storage is allowed.
 - (4) Other than deliveries by normal household parcel delivery trucks, no other deliveries are allowed.
 - (5) The proposed occupation shall be carried on by a member of the family residing in the subject residence. One employee who does not live at the subject property may be employed.
 - (6) The occupation shall be one where no more than one client or client group is expected at any one point in time, with the exception of the overlap of scheduled appointments.
 - (7) Notwithstanding the provisions of § 305-24, Signs, only one nonilluminated sign, no larger than two square feet in size and to be approved at the time of the issuance of the special exception, is permitted.
 - (8) Adequate parking shall be available for both the primary residential use and the proposed home occupation use.
 - (9) Making external alterations to the primary or accessory structure for the purpose of creating space for the home occupation and which go beyond customary changes to a residential structure is prohibited.
 - (10) The area devoted to the home occupation may not be greater than 25% of the gross floor area of the principal or accessory structure.
 - (11) Home occupations are personal in nature, and special exceptions obtained allowing the same expire at the termination of the business or in the event that the person holding such a permit ceases to reside at the specified location.
 - (12) All building codes and/or fire and life safety codes must be met for all portions of the structures used for the proposed occupation.
- B. Major home occupations. Major home occupations include, and are similar but not limited, to beauty or barber shops, pet grooming, family physicians, contractor's office or certain professional offices. These types of uses are allowed through the issuance of a special exception from the Zoning Board of Adjustment, in conformance with the following conditions:
- (1) The use is conducted within the residential dwelling or any accessory building on the property.
 - (2) The proposed occupation does not involve the generation of noise, dust, odor, vibration, or fumes.
 - (3) Other than deliveries by normal household parcel delivery trucks, no other deliveries are allowed. No semi-tractor-trailers, tow-type trucks, etc., are to be used to deliver any items to the property at any time.

- (4) The proposed occupation shall be carried on by a member of the family residing in the subject residence. Two employees who do not live at the subject property may be employed.
 - (5) Notwithstanding the provisions of § 305-24, Signs, only one nonilluminated sign, no larger than four square feet in size and to be approved at the time of the issuance of the special exception, is permitted.
 - (6) Adequate parking shall be available for both the primary residential use and the proposed home occupation use.
 - (7) Making external alterations to the primary or accessory structure for the purpose of creating space for the home occupation and which go beyond customary changes to a residential structure is prohibited.
 - (8) The area devoted to the home occupation may not be greater than 25% of the gross floor area of the principal structure.
 - (9) Home occupations are personal in nature, and special exceptions obtained allowing the same expire at the termination of the business or in the event that the person holding such a permit ceases to reside at the specified location.
 - (10) The proposed occupation shall not create pedestrian or vehicular traffic that is determined to be detrimental to the neighborhood.
 - (11) All building code and/or fire and life safety codes must be met for all portions of the structures that are utilized for the proposed occupation.
- C. Other home occupations. Any proposed home occupation not outlined as a specific use or type of use in Subsections A and B, above, is allowed only after the issuance of a variance and a special exception from the Board.
- D. Salespersons, tradespersons, professionals, and other similar occupations, who offer their services off site but maintain an office for their off-site work may do so by right, without any permits or special exceptions, as long as no traffic is generated above and beyond personal vehicles and standard home parcel delivery vehicles and there are no employees.