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Home Occupation Application

Home Occupation Business Name:	
Home Occupation Business Physical Address:	
Owner(s):	
Owners Mailing Address:	
City, State, Zip:	
	Cell:
Email:	Fax:

The undersigned requests approval of this application and certifies that all requirements set forth in the Kitty Hawk Zoning Ordinance, the Subdivision Ordinance, other appropriate ordinances, and the Land Use Plan are complied with in the application.

I, the landowner for the above listed property do hereby authorize the Town staff or any Town official to enter the property for purposes of evaluation of this application request.

Owner: _____

Date: _____

Purpose and Intent of Home Occupations

The purpose and intent of a home occupation is to allow a low intensity business use of a small portion of residential property that does not alter the character of the structure in which the use takes place or alter the residential character of the neighborhood in which the residential structure is located.

Applicants

Please answer the questions on the attached application checklist and submit it to the town planning department staff with the requirements listed below. The staff will determine if a Level I is appropriate and your application may be approved administratively. If it is determined that a Level II application is appropriate you will be scheduled for the next available Planning Board meeting in accordance with Board policy.

Submission requirements

- 1) Town of Kitty Hawk Business Information Form and Home occupation check list (the following pages)
- 2) Letter addressed to Planning Board describing the business. Include any information that would help planning staff of the Planning Board understand what activities or products that you are proposing.
- 3) Site plan of the property. Show location and size of such items as parking, business entrance, set backs, sign location, floor area, etc. (see the regulations)
- 4) Check for \$75.00 (or \$150.00) made out to the Town of Kitty Hawk.
- 5) A Sign application (separate application) with \$100.00 fee.

Level I - Home occupation

A level I home occupation shall be a use that does not require anymore than a phone and/or computer within the home to conduct the business, and no significant additional traffic is generated either by clients or deliveries. A Level I home occupation may be administratively approved by the Planner; however, the planner may refer the proposed use to the Planning Board and Town Council.

Level II- Home occupation

A level II home occupation shall be other uses that meet the criteria listed below and/or may need additional conditions to meet the purpose and intent of the code, and protect the integrity of the residential neighborhood. A Level II home occupation shall require the review and recommendation of the Planning Board and the approval of the Town Council.

A home occupation shall meet the following criteria: (please check if your proposal meets the following criteria)

1. No merchandise or commodity shall be produced on the site or sold from the site, only a service is provided. Does your proposal meet this criteria? YES NO

OR

1a. No merchandise or commodity other than that produced on the site shall be sold on the premises. Does your proposal meet this criteria? YES NO

2. Not more than twenty-five percent (25%) of the total actual floor area of any dwelling shall be used for the home occupation. If an accessory building is used for the home occupation, no more than three hundred (300) square feet shall be used for the home occupation. In such event, the dwelling shall not be used for the home occupation. Does your proposal meet this criteria? YES NO

3. Only those residents living on the lot shall engage in the home occupation activity. Not more than two (2) residents living on the premises shall engage in the home occupation. The home occupation shall not employ persons living off the premises. Does your proposal meet this criteria? YES NO

4. Any commercial vehicle utilized in connection with the home occupation shall be licensed in the name of the owner and resident of the premises who is a participant in the home occupation activity and which is used on a regular basis by the residents of the premises for personal reasons as well as commercial uses incident to the home occupation. Does your proposal meet this criteria? YES NO

5. No home occupation or activity shall require the presence of the customer or client in order for the home occupation or activity to be performed or accomplished. Does your proposal meet this criteria? YES NO

6. In addition to the required residential parking, two (2) on site parking spaces shall be provided for the home occupation use; if the customers or clients need to come to the site. (This regulation may be waived either administratively or by the Council if deemed unnecessary relative to the use being proposed and the specific site being utilized. If the parking standard is waived by the Council, then the Council shall enter the reason for waiving the standard upon the minutes of the meeting at which the action was taken). Does your proposal meet this criteria? YES NO

7. The service shall not generate more than three (3) deliveries per week to the site of the home occupation. Does your proposal meet this criteria? YES NO

8. If the home occupation creates noise which is audible beyond the boundary line of the home occupation site, then the home occupation shall not be conducted before 8:00 am. and after 6:00 pm. Does your proposal meet this criteria? YES NO

9. No person shall use or store hazardous or dangerous materials in such quantities as to create a danger to adjoining residents or property. No disposal of hazardous or dangerous materials shall be made on the site. Does your proposal meet this criteria? YES NO

10. Any odors generated by the home occupation shall be contained and retained on the site. Does your proposal meet this criteria? YES NO

11. No physical alterations to the home or improvements to the property shall be required or necessary to conduct the business, such as changes to the septic/sewage system, water supply, entrances, etc. Does your proposal meet this criteria? YES NO

Home Occupation Information

Outline of everyday business activities: _____

Type of merchandise, product or services: _____

Amount of area (sq. ft.) used for home occupation: _____