

HOME OCCUPATION REQUEST APPLICATION

Minor

Major

(See List of Occupations)

Company Name

Proposed Use

Project location or address

Existing Zoning District

PIN#

Total acreage:

Overlay District? ☐ Yes ☐ No Inside City Limits? ☐ Yes ☐ No

PROPERTY OWNER INFORMATION

Name

Address

Phone

Email

BUSINESS INFORMATION

Owner/Operator

Contact Name

Phone

Email

Square footage of residence:

Square footage of Business:

*****The business cannot occupy more than 25% of total gross floor area of the combined structures (principal & accessory) or more than 500 square feet, whichever is less.*******

Please provide the following information and description of the business (use additional sheets, if necessary):

Area of Home to be used for Business:

of Employees **not residing** in the home

of Employees per shift:

Day/Hours of Operation:

Expected # Clients per hour/day

Location/number Employee Parking

Location/number of Client Parking

Equipment needed for business:

[illegible]

(2 paper copies of site plan, and digital copies of all plans and applications required.

In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed plan as approved by the City.

I hereby designate _____ to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf, and to represent me in any public meeting regarding this application.

I/we have read, acknowledge, and affirm that this project conforms to all application requirements applicable with the proposed development use.

Signature	Date
Signature	Date

OWNER AUTHORIZATION

I hereby give CONSENT to _____ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge of the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate, or incomplete information provided by me, or my agent, will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further consent to the City of Goldsboro to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

Signature of Owner _____ **Printed Name of Owner** _____

(State)

(County)

I, _____, a Notary Public in and for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this the _____ day of _____ 20_____.

Notary Public: _____

(Printed Name)

(Signature)

(Seal)

Commission Expires: _____

HOME OCCUPATIONS

Permitted Districts - All residential districts

Approval Criteria - All Home Occupations (Minor / Major)

1. The business or occupation shall be located entirely within the principal structure or accessory structure. The business shall not occupy more than twenty-five percent of the total gross floor area of the combined structures (principal and accessory) or five hundred square feet, whichever is less.
2. If an accessory building is used for a home occupation, such accessory building shall meet all required setbacks and height of a principal building within the residential zone in which it is located. If such accessory building does not meet setback requirements, it may be used only for the storage of goods and materials related to the home occupation.
3. The principal person or persons providing the service or conducting the business shall reside in the dwelling on the premises.
4. Any home occupation occupying an accessory building, notwithstanding the home occupations permitted under the definition of minor home occupations, shall require a public hearing by the Board of Adjustment before a special use permit is issued.
5. Outdoor storage of goods and materials shall be prohibited. Storage of goods and materials are permissible only to the extent that they are incidental to the services being provided through the home occupation. Sales of goods and materials on the premises shall be prohibited except that items for sale incidental to the service being provided through the home occupation may be permitted.
6. Home occupations shall not use any equipment or process that creates noise, vibration, smoke, dust, glare, fumes, odor or electronic interference detectable at the lot line. In the case of electrical interference, no equipment or process shall be used which creates a visual or audible interference in radio or television receivers off the premises or causes fluctuations in line voltages off the premises.
7. Home occupations shall not cause a change in the external appearance of the existing structures on the premises.
8. The "residential character" of the premises and building within which the home occupation is being conducted shall be maintained at all times and shall not be changed.
9. No traffic shall be generated by such home occupation in greater volume than would normally be expected in a residential neighborhood. Parking requirements shall conform to the requirements of this Ordinance, and shall be provided within an area on the lot other than the established front setback; the established front setback being that area from the front property line to the front line of the building extending side lot line to side lot line.
10. All vehicles used in the conduct of the home occupation shall be of a size, and located on the premises in such a manner, so as not to disrupt the quiet nature and visual quality of the neighborhood.

Approval Criteria - *Minor Home Occupation*—

A home occupation meeting the following criteria may have a Zoning Permit issued by the Zoning Enforcement Officer:

1. No employees besides person(s) residing on the premises;
2. No visible exterior evidence of the conduct of the occupation;
3. No need for off-street parking beyond the normal needs of the dwelling;
4. Does not generate any additional traffic;
5. No signs are used on the premises; and
6. No equipment is needed other than normally used in domestic, household or general office use.
7. Use of a residence as an address of convenience for phone calls and mail generates a light volume consistent with residential use of the property.

Approval Criteria - *Major Home Occupation* –

A home occupation meeting the following criteria shall require a public hearing before the issuance of a special use permit:

1. No more than one person who does not reside on the premises is employed by the home occupation;
2. Not more than one exterior unilluminated sign not exceeding two square feet as visible evidence of the conduct of the operation;
3. There is no outdoor display or storage of goods associated with the home occupation;
4. No additional parking areas other than driveways shall be located in the required front setback;
5. No wholesale or retail sales of goods shall occur on the premises; and
6. Barber and beauty shops and hair, nail and skin care businesses shall be limited to one-chair operations.

All special use permits shall be issued to the applicant at the residence indicated on the application and shall not run with the land.

Changes in the intensity, use or to another dwelling or structure on the property or a change in the applicant for which the original permit was issued shall require a new application for a special use permit.

Upon complaint from any person within four hundred feet of an operating home occupation, a public hearing before the Board of Adjustment may be scheduled to determine what additional conditions, if any, may be needed to protect the public health, safety and welfare. Upon a finding that there has been an increase in the volume, intensity or frequency of the use or a use different than set forth in the special use permit, the Board of Adjustment after the public hearing may modify, suspend or revoke the special use permit.