

City of Eagle Grove, IA

Permitted Home Occupation *Application Packet*

1. **Application Packet.** *Be sure to complete and submit **all the required materials** that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.*

The “Application Packet” for a “Permitted Home Occupation” includes the following:

- Application Form (*This form must be completed for all applications.*)
 - Supporting Information (*Each standard listed must be addressed.*)
2. **Approval Process.** Applicants must submit all required information and materials to the *Department of Planning and Housing*. The application will be reviewed by City staff, and the applicant will be notified of the decision of the Department. ***The request will be processed only if sufficient facts are submitted with this application to support a finding by City staff that all of the criteria for granting a home occupation permit have been met.*** If the applicant is aggrieved, the decision may be appealed to the *Zoning Board of Adjustment* within 30 days.
 3. **Filing Fee.** The filing fee is required at the time the application is submitted. The amount of the filing fee is available from the *Department of Planning and Housing*.

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT City Administrator Bryce Davis.**

City of Eagle Grove
PO Box 165
210 E. Broadway
Eagle Grove, IA 50533

Phone: 515-448-4343
FAX: 515-448-3761

Permitted Home Occupation

Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Address** for this Home Occupation Permit: _____

2. **Legal Description (attach if lengthy):** _____

3. **Property Owner:** _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

4. **Applicant:** _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

5. **Contact Person:** _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

E-mail address: _____

6. This application is for the following ***Permitted Home Occupation:***
(Please check the appropriate box.)

- Home sewing or tailoring;
- Studios for painting, sculpturing, ceramics or other similar arts;
- Writing or editing;
- Telephone answering, scheduling of appointments, and other office activities where there are limited visits to the home;
- Production of crafts such as handiwork, model-making, weaving, lapidary, and cabinet-making for the purpose of selling the product;
- Tutoring and giving lessons, limited to 4 students;
- Catering, home-cooking and preserving for the purpose of selling the product;
- Computer programming, services provided over the Internet and other similar activities;
- Mail order businesses where products are shipped directly from the supplier to the customer; and,
- Offices for architects and engineers.

7. Please describe the proposed business, including the hours of operation:

This Permitted Home Occupation Permit will be granted only if sufficient facts are presented with the application.

Obtaining this Permit does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, IDOT access permits, et cetera.

I (We) certify that I (we) have submitted all the required information to apply for a Home Occupation Permit and that the information is factual.

Signed by: _____ **Date:** _____
Property Owner(s)

Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

Permitted Home Occupation

Supporting Information

(This form must be filled out completely before your application will be accepted.)

The City of Ames can grant a Home Occupation Permit for a “Permitted Home Occupation”, only if all of the following criteria are met. In order to facilitate review of this application for a Special Use Permit, the applicant must address each of the criteria set forth in Section 29.1304(3) of the Zoning Ordinance, which are listed below.

(Note: The applicant’s explanation of how the request meets each standard may be attached on a separate sheet if sufficient space is not provided.)

1. **Criteria for Permitted Home Occupations.** City staff shall review each application for the purpose of determining that all of the following criteria are met:

(a) Area to be Used.

- (i) The activity shall be conducted in a manner that will not alter the normal residential character of the premises nor, in any way cause a nuisance to adjoining residents, nor shall there be any structural alteration to accommodate the occupation. There should be no emission of smoke, dust, odor, fumes, glare, noises, vibration, electrical or electronic disturbances detectable at the lot line that would exceed that normally produced by a single residence. Special noise exceptions will be allowed for day-care homes due to the nature of the clients using the facility. **Please indicate any changes that will be made to the premises and identify any problems that may be detectable at the lot line.**

Explain how the request meets this standard.

- (ii) The activity shall be located within the principal building or within an accessory structure. It shall occupy no more than 25% of the total floor area of the residence and shall not exceed 400 square feet of an accessory building. **Please indicate the total floor area of the residence, the floor area involved in the home occupation, and whether the home occupation will occupy an accessory building.**

Explain how the request meets this standard.

(b) Signs.

- (i) Any sign utilized at the home occupation shall be limited to one flush-mounted sign on the main residential structure, which shall not exceed one square foot in area. Such sign shall not be lighted and nonreflecting materials shall be used. The legend shall show only the name of the occupant and the type of occupation. Color shall be consistent with the residential character. **Please indicate the size, type, color and location of any sign.**

Explain how the request meets this standard.

(c) Equipment.

- (ii) There shall be no mechanical equipment used except as customary for domestic household purposes. Any merchandise or stock in trade sold, repaired or displayed shall be stored entirely within the residential structure or in any accessory building. No storage is to be visible from lot lines. **Please indicate the type of equipment to be used.**

Explain how the request meets this standard.

(d) Employment.

- (i) The activity shall employ only members of the household residing in the dwelling unless approval for the employment of up to two (2) non-family members is granted by the Zoning Board of Adjustment. **Please indicate who will be employed and whether the employee resides in the dwelling.**

Explain how the request meets this standard.

(e) Traffic.

- (i) The activity shall not generate significantly greater traffic volumes than would normally be expected in a residential area. Not more than ten (10) vehicular visits allowed per day may be permitted for family day care homes due to the number of children or adults allowed on-site and the need for parent or caregiver contact during the day. The delivery and pick up of materials or commodities to the premises by commercial vehicles shall not interfere with the delivery of other services to the area.

Explain how the request meets this standard.

(f) Parking Criteria.

- (i) Only one delivery vehicle associated with the activity may be parked on the street near the premises for not more than four (4) consecutive hours.
- (ii) One additional on-site parking space is required above the normal parking requirement where two (2) or more clients are likely to visit the premises concurrently.
- (iii) This requirement shall not be construed to prohibit occasional exceptions. No more than four (4) client vehicles during any given hour shall be allowed on the site for such events as meetings, conferences, demonstrations, or similar events that are in no way a nuisance to adjoining residences.

Explain how the request meets this standard.

(g) Class Size.

- (i) If the home occupation is the type in which classes are held or instructions given, there shall be no more than four (4) students or pupils at any given time. The *Board* may approve up to six (6) students if it finds that the additional students will not generate additional traffic. Day-care homes may have up to six (6) children or adults at a time. Additional children or adults will require a Special Use Permit for a day-care center.

Explain how the proposal meets this standard.

(h) Number of Home Occupations.

- (i) The total number of home occupations within a dwelling unit is not limited, except that the cumulative impact of all home occupations conducted within the dwelling unit shall not be greater than the impact of one home occupation. This will be determined by using the "Home Occupation Criteria".

Explain how the proposal meets this standard.
