

Justification Questions to Determine the Appropriate Home Based Business Category

PLEASE NOTE

Responses to these questions would not be required of all applicants. If at the time of registration it is clear that the proposed home based business would be No Impact, only very basic information would be required. If it can be determined that the proposed use would be a Conditional Use or an Exception, more detailed responses would be required.

The Focus Group should review this section carefully and also consider whether this questionnaire procedure should be separate from actual code regulations and whether it would be more appropriate as a checklist.

Please provide information on each of the following.

A. Description

In a Signed Questionnaire or a Letter of Intent, describe in detail the proposed home based business, including all activities and the method of operation.

Provide a site plan to scale, indicating parcel description, lot size, total square footage, property lines, existing structures, parking areas, and approximate distances to adjacent residential uses.

Schematic Floor Plan, drawn to scale, showing rooms and areas to be used for the home based business.

Provide proof of property ownership or approval of property owner.

B. Employees

How many people are employed full or part-time, including the owner/operator?
Identify employees who are family members.

C. Accessory buildings

Total square footage of any attached or detached accessory buildings to be used for the home based business.

D. Hours of Operation

What are the days and hours that this home based business will operate?

E. Equipment

Identify machinery, equipment and vehicles used in the home based business and the possible amount of noise, vibration, glare, fumes, odors or electrical interference caused by each.

F. Storage and Display

Describe how, where and in what amounts tools, machinery, materials and merchandise will be stored or displayed.

G. Signs

Describe the type, size, illumination and locations of any signs advertising the home based business. In some instances, a sign permit may be required.

H. Vehicles

How many vehicle trips per day will this home based business generate? (a trip is to or from the property). Include all vehicles used in the business, including employee's vehicles, customers and delivery vehicles. In some cases, a Traffic Impact Analysis may be required. This would be determined by the Administrator.

Trips per day: _____

If delivery trucks or vehicles exceeding 5 ½ tons gross vehicle weight are associated with this home based business, please describe.

I. Parking

How many vehicles associated with the occupation will be stored, parked or repaired on the property at any one time?

Include only vehicles used in the operation of the home based business including: employee vehicles, customer vehicles and delivery trucks.

Number of vehicles: _____

Where will the vehicles be located? This should be indicated on the submitted site plan and should illustrate parking spaces and circulation.

J. Construction and Alterations

Describe any building construction or alterations to the residence, accessory buildings or property needed to conduct the home based business. This may require building permits.

K. Hazardous Materials

Describe the type and amount of any hazardous materials, including explosive materials such as gun powder, stored or used on the property in conjunction with the home based business.

L. Setting

Explain how the use will or will not be compatible with existing uses in the immediate neighborhood area.

M. Water

Does the proposed use require the use of water? Water usage will need to comply with water restrictions and/or water use based on density.

N. Access

Does the property take access off of a private road/easement or a County road that also serves other properties? Adequate site distances for access and exiting need to be maintained. Access needs to be maintained for Fire and Emergency Services.