

CITY OF HAM LAKE HOME OCCUPATION PERMIT APPLICATION PROCEDURES

In order to apply for a Home Occupation Permit (Article 9-350) the following will be required:

- Application forms completed
- \$200.00 deposit
- Detailed site plan of property - Showing property, driveway and parking, house, and detail of area within the house that the business will occupy (preferably 8-1/2" x 11" size)
- Narrative of Business

Following receipt of this information, this application will be placed on the next available Planning Commission agenda. The Planning Commission will make a recommendation to the City Council and the City Council would take final action at its next City Council meeting, or when otherwise noted. The applicant shall be present at both the Planning Commission and City Council meetings.

Updated 1/05, 4/08, 8/2011

9-350 Home Occupation Permits

A *Home Occupation* is a for-profit enterprise carried on in a residential dwelling, under circumstances in which there is no outward indication of the existence of the enterprise visible or otherwise detectable from outside the premises, and which otherwise meets the criteria specified below. A *Home Occupation* permit may be issued by the City Council after review and recommendation by the *Planning Commission*, and subject to any conditions imposed by the City Council. A *Home Occupation* permit may be revoked by the City Council, after affording due process of law to the applicant, if the conditions of issuance or any other ordinance feature are violated.

9-350.1 Criteria The following criteria must be observed for any usage to qualify for a Home Occupation Permit.

a) Incidental Usage The usage must be clearly incidental and subservient to the usage of the premises as a dwelling, and may not occupy a significant portion of the dwelling unit living space;

b) Indoors All activities must be carried on indoors. No outside storage, except the parking of motor vehicles, shall be permitted;

c) Parking No on-street parking shall be generated, and no more than a total of four passenger motor vehicles may be parked at the premises in conjunction with the occupation, including employee and customer parking. All parking shall be on paved surfaces;

d) Employees No more than one employee who does not live at the residence shall be permitted;

e) Traffic The activity may not generate any traffic in excess of that normally generated by a residential dwelling unit;

f) Nuisance and Compliance The usage shall not generate any nuisance, and the landowner shall at all times be compliant with all other municipal codes, and the regulations of all other jurisdictions;

9-350.2 Annual Review All *Home Occupation* permits shall be reviewed annually by the City Staff, and shall automatically be renewed unless complaints have been received, in which case the permit shall be re-submitted to the *Planning Commission* for review and recommendation to the City Council.