



CITY OF HARLAN

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CITY OF HARLAN HOME BUSINESS APPLICATION

The City of Harlan requires you to complete this form if you have any type of home business (such as use of the home for bookkeeping and phone calls for any profession; or sales of baked goods, sewing, crafts, signs antiques, etc.) Per the Code of Ordinances adopted 12/91, all home businesses must obtain Board of Adjustment approval. ALL INFORMATION MUST BE COMPLETED OR WE CANNOT PROCESS YOUR APPLICATION.

THERE SHALL BE NO EMPLOYEES WHO ARE NOT FAMILY MEMBERS RESIDING AT THIS ADDRESS. AN OUTSIDE DISPLAY OF GOODS IS NOT ALLOWED. OUTSIDE STORAGE (PERMANENT OR TEMPORARY) OF MATERIAL IS PROHIBITED.

BOARD OF ADJUSTMENT FEE : \$50.00

RECEIPT NO. _____

Business Owner _____ Business Name _____

Address _____ Phone: _____ (Office)

Property Owner _____ Phone: _____ (Home)

How long at this address _____ How long in business _____

Total floor area of largest floor of principle structure _____ (square feet)

Total floor area dedicated to home occupation _____ (square feet)

Number of off-street parking spaces provided for home occupation _____

Home Occupation Activity _____

Amount of home occupation activity conducted outside an enclosed structure: _____

Are there any signs identifying your home occupation? (quantity) _____ List size(s) _____

Sign(s) are located _____

What does each and every sign say? _____

Hours of activity _____ Days of week of activity _____

Extent of noise, odor or visual indication of home occupation _____

Enclosed structure other than principle residence which will be used for home occupation _____

I am aware of the City of Harlan's Home Occupation Ordinance, 1991, and I comply with the requirements. If my application is approved by the City, I understand the approval is only for the use as described in this application. Any changes (such as moving to another location or hiring any outside employees) require re-application immediately.

Signature: _____ Date: _____

*****OFFICE USE ONLY*****

ZONE _____ HEARING DATE _____ APPROVED _____ DENIED _____

ZONING OFFICER