



# CITY OF HARLAN

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## 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, antiques, etc.) Per the Code of Ordinances adopted 12/91, all home businesses must obtain Board of Adjustment approval.

**Per Ch.165.02.39: "Home Occupation** means a business, occupation, trade or activity conducted for gain or support carried on within a residential structure, or when permitted, a structure accessory to a residential structure and having no more than one (1) additional employee on-site at a time, (this does not include an employee who is a member of the immediate family residing in the dwelling unit); provided that, such occupation or activity is incidental and secondary to the residential use; that there shall be no display of goods visible from the street; and that such use does not change the residential character of the principal or accessory structures either structurally or so as to produce emissions of odor, gas, smoke, dust, noise, electrical disturbance or other output not usually associated with permitted residential uses. Such uses as clinics, hospitals, tea rooms, tourist homes, bed and breakfast, animal hospitals, kennels, welding, vehicle repair, mechanical repair, rebuilding or dismantling of vehicles or motors and other uses of a similar nature shall not be considered a home occupation.

### ALL INFORMATION MUST BE COMPLETED, OR WE CANNOT PROCESS YOUR APPLICATION.

BOARD OF ADJUSTMENT FEE: \$75.00 RECEIPT NO. \_\_\_\_\_ Zone \_\_\_\_\_

Business Owner \_\_\_\_\_ Business Name \_\_\_\_\_

Email address: \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_ (Home)

Property Owner \_\_\_\_\_ Phone: \_\_\_\_\_ (Cell)

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 (a maximum of 2 may be designated for a 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) requires re-application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

HEARING DATE \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ Signed by Zoning Officer \_\_\_\_\_