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HOME OCCUPATION APPLICATION

Applicant's Name: _____ Phone: (____) _____ E-mail: _____
Address: _____ City, State: _____ Zip: _____

Business Name: _____ Bus Phone: _(____) _____

Description of Business: _____

of Employees: Full Time _____ Part Time _____ Customers Come to Home? Yes No

Frequency of Customers: _____ Shipping to or from Home? Yes No

Area (in SF) Dedicated to Business: _____ Total Area of Home (including basement): _____

Frequency of Shipments: _____ Size of Typical Shipment: _____

By signing below, you indicate that, as the applicant, you are aware of, and agree to abide by the requirements listed on the back of this form, as stated in the Liberty Township Zoning Resolution, Section 4.12.5 (6)

Applicant's Signature: _____ **Date:** _____

(6) Home Occupations

- (a) Certain home occupations are permitted as necessary in dwelling units provided they are clearly incidental and secondary to the use of the dwelling unit for residential purposes.
- (b) Home occupations shall not change the character of the residential use and shall not adversely affect the uses permitted in the residential district of which they are a part.
- (c) The nature of home occupation as an accessory use relative to its location and conduct of activity is such that the average neighbor, under normal circumstances, would not be aware of its existence.
- (d) All persons wishing to conduct a home occupation shall apply for a zoning certificate from the Zoning Inspector in accordance with Section 3.4 (Zoning Certificate and Site Plan Review).
- (e) Zoning certificates for home occupations shall expire after two years from the issuance date. Upon expiration of the certificate, the Zoning Inspector may issue a new certificate if all the provisions continue to be met.
- (f) The zoning certificate may be revoked at any time should the Zoning Inspector determine that these provisions are not being met.
- (g) In those instances when the Zoning Inspector denies an application, or if the Zoning Inspector is uncertain of the appropriateness of a proposed home occupation, the matter may be appealed or taken to the BZA for interpretation. The following are examples of permitted home occupations:
 - (i) Clerical and other similar business services;
 - (ii) Instruction in music, dance or other type of teaching with a maximum number of two students at a time;
 - (iii) The office of a professional accountant, attorney, broker, consultant, insurance agent, realtor, architect, engineer, sales representative, and similar office oriented occupations;
 - (iv) Artists, sculptors, photographers, home crafts;
 - (v) Barber shop/beauty salon with a maximum of one chair;
 - (vi) A licensed massage therapist who provides massage therapy for a maximum of one client at any given time; or
 - (vii) Any similar use as determined by the Zoning Inspector.
- (h) The following specific regulations govern all home occupations.
 - (i) All home occupations shall be carried on completely within the residence and shall occupy a maximum of 25 percent of the total square footage of the dwelling including any basement.
 - (ii) Home occupations shall not require any alteration to the exterior of the residence and shall not require use of any mechanical equipment not customarily used in a dwelling.
 - (iii) Home occupations shall be carried on solely by occupants of the residence, except that the home occupation may employ the equivalent of one full-time employee. Home occupations shall be carried on in such a manner so as not to create a need for off-street parking in excess of what is customarily provided for the residential use.
 - (iv) Accessory buildings shall not be used as space for home occupations.
 - (v) There shall be no retail sales of products at the location of the home occupation. Home occupations which provide a service shall not have more than two customers (including those arriving and waiting for service) at any one time.
 - (vi) The storage of all equipment, machinery, supplies, materials, files, and the like, shall be stored completely within the residence (excluding the garage or accessory buildings).

Initial that you have read and understand the above regulations subject upon Home Occupations, as required in the Liberty Township Zoning Resolution, Section 4.12.5 (6). **Applicant's Initials:** _____ **Date:** _____