



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# 2018 City of Lakeville

## Home Occupation Administrative Permit Application

Property Address: \_\_\_\_\_

Legal Description/PID No. \_\_\_\_\_

*(If metes and bounds, attach description)*

Description of Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

~~~~~  
Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_ Fax No. \_\_\_\_\_

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

Please print Name

~~~~~  
Property Owner/Fee Owner *(If different from above)* \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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

Please print name

**✓ Please include all applicable information regarding the project as listed on the attached checklist.  
(Additional information may be requested after review by the City)**

**Application Fee: ..... \$ 100.00 (1000.4316)**

### Planning Department

20195 Holyoke Ave - Lakeville, MN 55044 - [www.lakevillemn.gov](http://www.lakevillemn.gov) - Phone: (952) 985-4420 Fax: (952) 985-4499



Date: \_\_\_/\_\_\_/\_\_\_

## *2018 City of Lakeville*

# **Home Occupation Administrative Permit Application**

### *Home Occupation Questionnaire*

*If additional space is needed to adequately answer any of the following questions, answer on a separate sheet of paper or on the back of this application. Please number your answer to correspond with the question.*

1. Describe the proposed home occupation:
  
  
  
  
  
  
  
  
  
  
2. Describe the character of the surrounding property:
  
  
  
  
  
  
  
  
  
  
3. Who will be employed in this home occupation and what will their duties be?
  
  
  
  
  
  
  
  
  
  
4. Will there be any people employed in the home occupation who do not live in the home? If yes, describe the need for their employment.
  
  
  
  
  
  
  
  
  
  
5. In what part of the home will the home occupation be located?
  
  
  
  
  
  
  
  
  
  
6. Will the home occupation be carried out in a garage, shed, or any other part of the property other than the home? If yes, describe:

7. Will there be any outside storage of equipment or materials used in the home occupation? If yes, describe the equipment or materials:
  
8. What are the intended days and hours of this home occupation?
  
9. How many customers will visit your home occupation at any one time? If none, skip to question #12.
  
10. Do you have off-street customer parking available at your home occupation? If yes, attach a drawing showing the location, capacity and type of parking surface:
  
11. Will you need to use the street for parking as part of your home occupation? If yes, how much parking space will be needed?
  
12. Will the home occupation require or involve any equipment not normally found in the home? If yes, describe the equipment:
  
13. Will the home occupation involve the sale of merchandise over-the-counter that is produced off the property? If yes, describe the merchandise to be sold:
  
14. How long do you anticipate the home occupation will be operated at this address?

15. Are any interior or exterior alterations required for this home occupation? If yes, describe the interior and/or exterior alterations, and the cost for such alterations, required:
  
16. Will the home occupation produce glare, noise, odor or vibration that will be noticeable outside the home? If yes, describe:
  
17. Do you plan on displaying any signs advertising your home occupation? If yes, attach a drawing of the proposed sign, including the size, materials, color and location of the sign.
  
18. Are there any licenses or permits that are required from any government agencies to legally conduct this home occupation? If yes, list the licenses or permits below:
  
19. May the City inspect the property during the time this application is being considered for approval?
  
20. List any additional information concerning this home occupation that you believe is necessary for consideration of your application:

*By signing this application, I declare that I have read Chapter 32 of the Lakeville Zoning Ordinance, and that all of the information provided to the City of Lakeville on this application, or as a part thereof, is true and accurate to the best of my knowledge.*

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*Signature of Applicant*

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*Date*



# Home Occupation Permit Supplemental Information

*City of Lakeville*  
Planning Department

## **PURPOSE**

The purpose of the Home Occupation Ordinance is to maintain the character and integrity of residential areas, to prevent competition with commercial districts, to encourage telecommuting, and to provide a means through the establishment of specific standards and procedures by which home occupations can be conducted in residential neighborhoods without jeopardizing the health, safety and general welfare of the surrounding neighborhood.

## **APPLICATION**

All occupations conducted in the home shall comply with the provisions of the Home Occupation Ordinance. The Home Occupation Ordinance shall not be construed, however, to apply to home occupations accessory to farming, nor home offices as defined by the Zoning Ordinance.

## **PROCEDURES**

### A. Administrative Permit:

1. Home occupations shall require an administrative permit according to the requirements of the Zoning Ordinance, other applicable city ordinances and state law.
2. The permit shall remain in full force and effect until such time as there has been a change in conditions or until such time as the provisions of the Home Occupation Permit have been breached.

B. Declaration Of Conditions: The Zoning Administrator may impose such conditions on the granting of an Home Occupation Permit as may be necessary to carry out the purpose and provisions of the Zoning Ordinance.

### C. Effect Of Permit:

1. A Home Occupation Permit may be issued for a period of one year, after which the permit may be reissued for periods of up to three (3) years each.
2. Each application for permit renewal shall, however, be processed in accordance with the provisions of the Zoning Ordinance regarding Home Occupation Permits, except that no application fee shall be required.

- D. Transferability: Home Occupation Permits shall not run with the land and shall not be transferable.
- E. Lapse Of Home Occupation Permit By Nonuse: Whenever within one year after granting a Home Occupation Permit, the use as permitted by the permit shall not have been initiated, then such permit shall become null and void unless a petition for extension of time in which to complete the work has been granted by the Zoning Administrator. Such extension shall be requested in writing and filed with the Zoning Administrator at least thirty (30) days before the expiration of the original permit. There shall be no charge for the filing of such petition. The request for extension shall state facts showing a good faith attempt to initiate the use.
- F. Renewal Of Permits:
1. An applicant shall not have a vested right to renewal of a Home Occupation Permit by reason of having obtained a previous permit.
  2. In applying for and accepting a permit, the permit holder agrees that their monetary investment in the home occupation will be fully amortized over the life of the permit and that a permit renewal will not be needed to amortize the investment.
  3. Each application for the renewal of a permit will be considered a new application without taking into consideration that a previous permit has been granted. The previous granting or renewal of a permit shall not constitute a precedent or basis for the renewal of a permit.

## **GENERAL PROVISIONS**

All home occupations shall comply with the following general provisions and according to definition, the applicable requirement provisions.

- A. Glare, Noise, Odor, Etc.; Prohibited: No home occupation shall produce light, glare, noise, odor or vibration that will in any way have an objectionable effect upon adjacent or nearby property.
- B. Equipment: No equipment shall be used in the home occupation which will create electrical interference to surrounding properties.
- C. Incidental To Residential Use: Any home occupation shall be clearly incidental and secondary to the residential use of the premises, should not change the residential character thereof, and shall result in no incompatibility or disturbance to the surrounding residential uses.

- D. External Alterations: No home occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and state fire and police recommendations.
- E. Activities Conducted Within Principal Dwelling: All home occupations shall be conducted entirely within the living quarters of the principal dwelling and may not be conducted in any portion of an attached private garage or within accessory buildings.
- F. Exterior Storage: There shall be no exterior storage of equipment or materials used in the home occupation, except personal automobiles used in the home occupation may be parked on the site.
- G. Compliance With Fire And Building Codes: The home occupation shall meet all applicable fire and building codes.
- H. Displays And Signs: There shall be no exterior display or exterior signs or interior display or interior signs which are visible from outside the dwelling with the exception of one sign not to exceed four (4) square feet in area.
- I. Nuisances: All home occupations shall comply with the provisions of the Zoning Ordinance regarding nuisances.
- J. Hours: No home occupation shall be conducted between the hours of ten o'clock (10:00) P.M. and seven o'clock (7:00) A.M.
- K. Employment: No person other than those who customarily reside on the premises shall be employed by the home occupation.
- L. Parking: Home occupations shall not create a parking demand in excess of that which can be accommodated in an existing driveway or guest parking area for multiple-family dwellings, where no vehicle is parked so as to obstruct a public street, sidewalk or trail or private driveway.
- M. Allowed Home Occupations:
  - 1. Home occupations include, and are limited to:
    - a. Business consulting service.
    - b. Hair salon.
    - c. Instructional classes with not more than one pupil at a time. Additional students receiving instruction at one time may be allowed for single-family uses subject to approval of an interim use permit.

- d. Massage therapy.
- e. Photography studio.
- f. Small appliance repair.
- g. Tailoring, sewing and alternations.

N. Home occupations shall not involve any of the following:

- a. Repair service or manufacturing which requires equipment other than found in a dwelling.
- b. Services which consist of more than one pupil, client, or customer at a time.
- c. Over the counter retail sale of merchandise produced off the premises.

## **INSPECTION**

The city hereby reserves the right upon issuing any Home Occupation Permit to inspect the premises in which the occupation is being conducted to ensure compliance with the provisions of the Zoning Ordinance or any conditions additionally imposed.