# OTSEGO COUNTY
# LAND USE SERVICES

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# HOME OCCUPATION APPLICATION PERMIT

**APPLICANT INFORMATION:**

**Name:**_____ **Owner/Agent/Other Interest (Circle One)**_____
**Address:**_____
**Phone:** _____

**PROPERTY INFORMATION:**

**Owner Name:** _____ **Phone:** _____
**Address:**_____
**Parcel Number:**_____
**Township:**_____ **Zoning District:** _____

**HOME OCCUPATION INFORMATION:**

**Type of Home Occupation:** _____
**Ground Floor Area of Home:** _____ **Area to be used for Occupation:** _____
**Number of Employees:** _____ **Hours of Operation:** _____

_____
**Signature of Applicant** **Date**

*****Each standard in Section 21.12 of the Otsego County Zoning Ordinance must be initialized by applicant, which states you are in agreement with the Home Occupation Application standards.*** SEE REVERSE**

*****Note: Safety Inspection Required for Final Approval*****

**OFFICE USE ONLY**

**Permit No:**_____ **Fee:** _____ **Date Received:** _____

**Approval:** _____

**SECTION 21.12 HOME OCCUPATION**

The Zoning Administrator shall provide home occupation applicant with a checklist showing which plot plan specifications of Section 25.3.3 need to be provided. Based on that application, the Zoning Administrator shall determine whether the home occupation meets the criteria of this Zoning Ordinance and if so, issue a permit. The following standards shall govern any home occupation:

21.12.1 Only those persons residing on the premises along with one outside employee shall engage in the occupation, which may be operated for gain.

21.12.2 Signs should be avoided but if deemed necessary, one (1) non illuminated sign not to exceed two (2) square feet in area may be approved and permitted if it is attached to and is parallel with the wall of the dwelling unit.

21.12.3 All of the operational nuisances such as noise, vibration, fumes, smoke, odors, lighting and related shall be strictly confined to the premises and no activity shall be visible or discernible from any adjoining street or property line.

21.12.4 Structural alterations which are architecturally at variance with the residential unit or which cannot be readily and simply returned to residential use shall be prohibited. Exterior alterations shall not be of a design to indicate or characterize the presence of a home occupation.

21.12.5 The use does not take on the operational character of a business, industrial, or institutional use in terms of parking, traffic (vehicular or pedestrian) loading and unloading and related features.

21.12.5.1 No traffic generated by such home occupation shall be in greater volumes than normally expected in a residential neighborhood, and any need for parking shall be met off the street and other than in a required front yard, although vehicles may be parked in an existing driveway if it is of sufficient size. No additional on street parking demand shall be generated.

21.12.6 Major activity shall be carried on indoors. There shall be no visible outdoor storage.

21.12.7 Business by customers shall be limited to the hours of eight (8) am to eight (8) pm

**SECTION 25.3 PERMIT PROCEDURES AND REGULATIONS…**

25.3.3 Zoning Permit Application: An application for a Zoning Permit for a land use not requiring Site Plan Review shall be considered for approval by the Zoning Administrator when said application contains the following:

25.3.3.1 Plot Plan: Two (2) copies of an accurate, readable, scale drawing showing the following shall be required except in the case of minor alterations, repair, and demolitions as determined by the Zoning Administrator. The Zoning Administrator shall establish and make available in the office of the County Clerk written guidelines as to the scale and level of detail needed on a plot plan for applications for various types of uses requiring a Zoning Permit or for information to be submitted to the Zoning Board of Appeals in order to make a decision on an appeal, request for Ordinance interpretation or variance.

25.3.3.1.1 Name, address and telephone number of the applicant (and owner if different).

25.3.3.1.2 The location, shape, area and dimension of the lot, including setbacks and shoreland and natural river districts, if any.

25.3.3.1.3 The location, dimensions and height of the existing and/or proposed structures to be erected, altered, or moved on the lot.

25.3.3.1.4 A description of proposed use of the building(s), land or structures.

25.3.3.1.5 The proposed number of sleeping rooms, dwelling units, occupants, employees, customers and other users.

25.3.3.1.6 The yard, open space and parking lot dimensions, parking space dimensions and number of spaces.

25.3.3.1.7 A vicinity sketch showing the location of the site in relation to the surrounding street system and adjacent land uses within three hundred (300) feet in every direction including on the opposite side of any public street; also showing adjacent landowners.

25.3.3.1.8 Location of any septic system or drain field and well

25.3.3.1.9 Configuration of the driveway and parking, county drains and site drainage patterns

25.3.3.1.10 Existing public right-of-ways or easements

25.3.3.1.11 Any other information deemed necessary by the Zoning Administrator to determine and provide for the enforcement of this Ordinance

25.3.3.2 Sanitary Sewer or Septic Approval: In the case of a permit for buildings proposed for human occupancy or required by law to have plumbing fixtures, either a report from the County Health Department certifying in writing the approval of a private sanitary sewage disposal system, or when public sanitary sewage service is available or required by local ordinance or state law, a written notice of acceptance or hook-up fee receipt shall be required.

25.3.3.3 Water Supply Approval: When a municipal, public or private water supply system is required by law or proposed by the applicant, either a report from the County Health Department certifying approval of a proposed private water supply system or when municipal or public water supply is required by local ordinance or state law, a written notice of acceptance or hook-up fee receipt shall be required

*****Please check with the Zoning Department to what is applicable to your specific application*****