



## Home Occupation Application Zoning Compliance Permit

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

### Section A: Applicant Information (to whom correspondence will be mailed)

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned application hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

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

### Property owner or Representative Information:

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned property owner(s) or contract purchaser(s) hereby authorize(s) the filing of this application and authorize(s) on-site review by authorized staff.

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

**Section B: Please briefly describe the type of business you propose to have in your home. Information should include, if relevant: number of clients per day or that no clients will come to your home, type of product produced, how the product will be distributed (US Mail, UPS, etc), how often pickups will be made at home, the area in your home that use.**

Parcel Identifier Number (PIN): \_\_\_\_\_

# HOME OCCUPATION PERMIT APPLICATION SUBMITTAL REQUIREMENTS

The following must accompany your application. Failure to do so will result in your application being considered incomplete. For assistance with this application, please contact the Chapel Hill Planning Department as (919)968-2728 or at [planning@townofchapelhill.org](mailto:planning@townofchapelhill.org). For detailed information, please refer to the Description of Detailed Information handout. (Revised 10.21.09)

1.	Application fee (Refer to fee schedule)	Amount Paid \$ <input style="width: 80%;" type="text"/>
2.	Photocopy of current NC Driver's license or State ID (must have same address as home referred to with in the application.	
3.	Signed and Dated Conditions of Approval (see below)	

**Conditions of Approval:**

- a. There will be no more than one full-time equivalent employee (who is not a member of the family) residing in the home.
- b. "Full-time equivalent employee" refers to an employee who works a total of no more than 40 combined hours on-site per week.
- c. The dwelling or accessory building will be clearly incidental and subordinate to the use of the property for residential purposes.
- d. The dwelling or accessory building will be no more than 35% not to exceed than 750 sq. ft. of the floor area of the dwelling unit and any accessory buildings.
- e. There will be no external evidence of the conduct of the home occupation.
- f. The home occupation will not generate traffic volumes or parking area needs greater than would normally be expected in the residential neighborhood.
- g. In general, there will be no more than 3 vehicles parked at a given time on or off-street for non-residential purposes. Home occupations for arts education or similar educational purposes are exempt from any parking restrictions.
- h. There will not be regular pick-up and delivery by vehicles other than those of a size normally used for household deliveries.
- i. No equipment or process will be employed that causes noise, vibration, odor, glare, or electrical or communication interference detectable to the normal person's senses off the lot.
- j. The on-premises sale and delivery of goods which are products or services of home occupation is permitted.
- k. A Zoning Compliance Permit is issued for home occupation. The permit describes the nature of the business and includes the applicant's certification that the home occupation will be conducted in accord with the Land Use Management Ordinance, as well as other applicable laws and ordinances. Once a home occupation permit has been granted, it shall remain in effect until: (1) it is revoked by the Town; (2) the home occupation is terminated by the resident(s) for 180 or more days, or (3) the holder of the permit moves from the residence.

**I agree to meet the Land Use Management Ordinance criteria as defined above.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You must have a Zoning Compliance Permit in order to obtain a Privilege License from the Finance Office (919-968-2759).