

HOME OCCUPATION PERMIT APPLICATION



TOWN OF CHAPEL HILL
Planning Department
405 Martin Luther King Jr. Blvd
phone (919) 968-2728 fax (919) 969-2014
www.townofchapelhill.org

Parcel Identifier Number (PIN): _____ Date: _____

Section A: Applicant, Owner and/or Contract Purchaser Information

Applicant Information (to whom correspondence will be mailed)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

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

Signature: _____ Date: _____

Owner/Contract Purchaser Information:

Owner Contract Purchaser

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

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

Signature: _____ Date: _____

Section B: DESCRIPTION OF BUSINESS

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, and the area in your home designated for the home occupation.



HOME OCCUPATION PERMIT APPLICATION
SUBMITTAL REQUIREMENTS
TOWN OF CHAPEL HILL
Planning Department

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 at (919)968-2728 or at planning@townofchapelhill.org. For detailed information, please refer to the Description of Detailed Information handout.

- 1. Application fee (Refer to fee schedule) Amount Paid \$
2. Photocopy of current NC Driver's license or State ID (must have same address as 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% nor more 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 the 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 Town's Finance Office (919-968-2759).