



HOME OCCUPATION APPLICATION

***All information must be filled out to be processed.

FILE NO.: _____ Date Application Received: _____ Fee Paid: _____ Processed by: City: _____
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Applicant Information:

Applicant Name: _____
 Applicant Address: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____
 Home Business: _____

Property Information:

Property Address: _____
 Subdivision: _____
 Parcel Number(s): _____ Zoning: _____
 General Location: _____

Home Occupation Definition: *“An occupation, profession, activity, or use that is clearly an incidental and secondary use of a residential dwelling unit and that does not alter the exterior of the property or affect the residential character of the neighborhood.”*

All applicants are required to submit the following:

Applicant (√)	Description	Staff (√)
	Pre-application meeting with Planning Department suggested	
	Completed and signed Home Occupation Application	
	Fee	
	Narrative addressing the following: (must be signed by applicant) <ul style="list-style-type: none"> • Type of home business proposed. • Number of employees other than family members. • Percentage of floor area used for the occupation. • Equipment necessary for operation of business. • Materials or supplies that may be stored and/or used for the business. • Commercial vehicles necessary for operation of business 	
	Letter of approval from Subdivision Homeowners Association; if applicable	
	One (1) 8 ½” X 11” vicinity map showing the location of subject property	
	Site plan showing the boundaries of the property, floor plan of house, area intended for home occupation, and parking and yard areas.	

**STANDARDS FOR HOME OCCUPATIONS
STATEMENT OF COMPLIANCE**

All home occupations shall be filed with the City Clerk and requires Administrative review and approval.

I agree to operate my home occupation consistent with the standards set forth by the City of Star. Those regulations are listed in the Star City Code Section 8-5-3-27 and include the following:

- No more than three persons other than members of the family residing on the premises shall be engaged in such occupations;
- The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and no more than 25% of the floor area of the dwelling shall be used in the conduct of the home occupation;
- There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation;
- No significant traffic shall be generated by such home occupation and any need for parking generated by the conduct of such home occupation shall meet the off street parking requirements as specified in Chapter 4, Article C of this title, and shall not be located in a required front yard;
- No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fume, odors, or electrical interference detectable to the normal senses off the premises. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or causes fluctuations in line voltage off the premises;
- No storage of materials or supplies outdoors or in any accessory detached storage structure;
- It shall not involve the use of signs and/or structures other than those permitted in the district of which it is a part;
- Shall not involve the use and parking of a commercial vehicle;
- Off street parking shall be provided as specified in Chapter 4, Article C of this Title, in addition to the required off-street parking for the dwelling;
- All visits by clients, customers, and/or employees shall occur between the hours of 8:00 am and 9:00 pm., and
- Other conditions as may be required.

Certification:

I have read and understand the above standards, and certify that I will conduct my business in accordance with these standards. If I cannot meet these standards, I understand that the City will not allow my home occupation to continue.

Applicant / Representative Signature

Date _____