

HOME OCCUPATION PERMIT

Zoning Fee \$ _____ (one-time fee)

Business License Fee \$ _____ (annual fee)

Applicant

Property Owner

Address

Address

Telephone / E-Mail

Telephone / E-Mail

PROPERTY DESCRIPTION

Tax Map #

District

Acreage

Zone

Use

BUSINESS DESCRIPTION

Business Name

Type of Business

Description and square footage of space used for
business

Is there another Home Occupation on the property?

of employees

of employees
living in home

Will a sign be erected?

Hours of operation

APPLICANT: The information provided on this application is accurate to the best of my knowledge.
I understand and will comply with the Home Occupation to operate on my property.

Property Owner Signature

Date

Applicant Signature

Date

Any expansion of the occupation, such as an increase in square footage, number of employees, signs, or equipment, requires an amendment to this permit approved by the Zoning Administrator.

Staff Use Only

Comments or Conditions:

Approved _____ Disapproved

Zoning Administrator _____ Date _____

CLARKE COUNTY ZONING ORDINANCE REGULATIONS FOR HOME OCCUPATIONS

9-B-94 HOME OCCUPATION: An occupation conducted in a dwelling unit (or in an accessory structure to a dwelling) as a secondary use.

3-c-2-o Home Occupations

1. A Home Occupation must be conducted by the residents of the dwelling. In addition, such residents must be the holder of the Business License for the occupation;
2. A Home Occupation Permit, signed by the residents of the dwelling (and the owner of the dwelling, if different), must be approved by the Zoning Administrator. In addition, home occupations shall have all permits and licenses as needed from the Clarke County Board of Supervisors, Clarke County Building Department, the Virginia Department of Health, and any other appropriate federal and state agency;
3. No more than one person, other than members of the family residing on the premises of less than six acres, shall be employed by such occupation and working on the premises on a regular basis. There shall not be more than two such persons on premises of six acres or more;
4. 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;
5. No more than 25 percent of the floor area of the dwelling unit, or not more than 25 percent of said floor area if the home occupation is conducted in an accessory building, shall be used in the conduct of the home occupation;
6. A bed and breakfast may use a maximum of three guestrooms for the conduct of the home occupation, regardless of the floor area of the dwelling unit. As an accessory use to a bed & breakfast, breakfast meal service may be provided only of overnight guests.
7. The number of clients, guests, or students (not residing in the home) of any occupation involving public assembly (either in a permanent or temporary structure, or out of doors) shall not exceed six people on parcels in the Rural Residential Zoning District, twelve people on parcels of less than 6 acres in the AOC or FOC Zoning Districts, or twenty-four people on parcels of 6 acres or more in the AOC or FOC Zoning Districts. Public assembly events, on parcels in the Rural Residential Zoning District, of more than three such persons or, on parcels in the AOC or FOC Zoning Districts, of more than six such persons, shall not occur on more than two days a month. The maximum number of people allowed shall be counted at any one point of time;
8. There shall be no change in the outside appearance of the building or premises, nor other visible evidence of the conduct of such home occupation;
9. Any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard;
10. No equipment or process shall be used in such home occupation that creates electrical interference fumes, glare, noise, odors, or vibration, detectable to the normal senses off the lot, if the occupation is conducted in a single family residence, or outside the dwelling unit, if the occupation is conducted in a single family residence, or outside the dwelling unit, if the occupation is conducted in other than a single family residence. In the case of electrical interference, no equipment or process shall be used that creates audible or visual interference in any radio or television receivers off the premises or causes fluctuations in line voltage off the premises;
11. Use and storage of equipment and storage of vehicles
 - a. On parcels of less than 6 acres:
 - (1) The use and storage of all equipment and the storage of vehicles, taxed by the Commissioner of the Revenue as Machinery and Tools, shall occur within a totally enclosed structure.
 - (2) The area of such structure shall be included in the 25% limit established in section 3-C-2-m-5 above.
 - b. On parcels of 6 acres or more:
 - (1) The use and storage of all equipment and the storage of vehicles, taxed by the Commissioner of the Revenue as Machinery and Tools, if not in an enclosed structure, shall be shielded from view from adjacent parcels, public rights of way, and private access easements by solid fencing, evergreen trees, and/or topographic features.
 - (2) The area, not in an enclosed structure, used for the storage of such vehicles, (described in section 10-B-1, above) shall not be included in the 25% limit established in section 3-C-2-m-5 above.

- c. On parcels in the Rural Residential Zoning District:
 - (1) The storage of licensed business vehicles shall be limited to one motorized vehicle and one utility trailer (length less than 20 feet).
 - (2) No vehicles identified by the Clarke county Commissioner of the Revenue as Commercial/Industrial vehicles or vehicular Business Equipment (bull-dozers, back-hoes, etc.) shall be stored.
 - (3) The area used for the storage of licensed business vehicles shall not be included in the 25% limit established in section 3-C-m-5 above.
- d. On parcels of less than 6 acres in the AOC or FOC Zoning Districts:
 - (1) The storage of licensed business vehicles shall be limited to one motorized vehicle and one utility trailer (length less than 20 feet).
 - (2) The storage of vehicles identified by the Clarke County Commissioner of the Revenue as Commercial/Industrial shall be limited to one such vehicle. The storage of Industrial trailers (20 feet or longer) shall be limited to one such vehicle. The storage of vehicular Business Equipment (bull-dozers, back-hoes, etc.) shall be limited to one such vehicle. All such Commercial/Industrial vehicles, Industrial trailers and vehicular Business Equipment shall be shielded from view from adjacent parcels, public rights of way, and private access easements by solid fencing, evergreen trees, and/or topographic features.
 - (3) The area used for the storage of licensed business vehicles and Commercial/Industrial vehicles shall not be included in the 25% limit established in section 3-C-2-m-5 above.
- e. On parcels of 6 acres or more in the AOC or FOC Zoning Districts:
 - (1) The storage of licensed business vehicles shall be limited to three motorized vehicles and three utility trailers (length less than 20 feet). Any combination of three or more such vehicles and/or trailers stored on the property shall be shielded from view from adjacent parcels, public rights of way, and private access easements by solid fencing, evergreen trees, or topographic features.
 - (2) The storage of vehicles identified by the Clarke County Commissioner of the Revenue as Commercial/Industrial shall be limited to three such vehicles. The storage of Industrial trailers (20 feet or loner) shall be limited to three such vehicles. The storage of vehicular Business Equipment (bull-dozers, back-hoes, etc.) shall be limited to three such vehicles. All such Commercial/Industrial vehicles, Industrial trailers and vehicular Business Equipment shall be shielded from view from adjacent parcels, public rights of way, and private access easements by solid fencing, evergreen trees, and/or topographic features.
 - (3) The area used for the storage of licensed business vehicles and Commercial/Industrial vehicles shall not be included in the 25% limit established in section 3-C-2-m-5 above.
- 12. The limits described in this section shall not be exceeded regardless of whether there is one or multiple home occupations conducted in the residence; and
- 13. The following uses are not allowed as home occupations:
 - (1) Assisted living facilities for three or fewer adults,
 - (2) boarding and rooming houses, tourist homes, private education institutions,
 - (3) private education institutions, and
 - (4) vehicle repair or vehicle towing.
- 14. A Breeding Kennel is allowed as a Home Occupation in the AOC and FOC Zoning districts when such facility houses 10 or fewer canine animals older than 6 months. Kennels housing five to 10 animals older than 6 months shall be setback 175 feet from property lines.
- 15. A Commercial Boarding Kennel is allowed as a Home Occupation in the AOC and FOC Zoning Districts when such facility houses less than five canine and/or feline animals older than six months.