

## Special Home Occupation Checklist

*(Applications will be processed only when all required items are submitted.)*

Submit **1 full-size set of plans** (not to exceed 1" = 50' scale) and **1 set of plans reduced to 11" x 17"** of the following:

<i>Check Off</i>		<i>City Use Only</i>
_____	<b>Accurate certified survey</b> showing existing conditions (a site plan based on a survey may be acceptable if approved by the Planning Director)	_____
_____	<b>Concept floor plan</b> (to scale)	_____
_____	<p><b>Two copies of a legible, written description of the request</b>, indicating the proposed use and how it conforms with the following home occupation standards as set forth in Section 1201.03 Subd. 12 of the Shorewood Zoning Regulations:</p> <ol style="list-style-type: none"> <li>1. The home occupation shall not employ more than one person other than those who reside in the home.</li> <li>2. Identify any accessory buildings that would be affected by the home occupation. No exterior storage of equipment or materials used in the home occupation. Garages may be used for storage of commercial trailers, equipment, stock, or materials related to the home occupation if the property has an alternative conforming location of two off-street parking spaces.</li> <li>3. Identify the number of clients/pupils/animals that would be on the property at any one time and (with the exception of pet grooming) how often such group activity is likely to occur (maximum of once per week).</li> <li>4. No home occupation shall produce light, glare, noise, odor, electrical interference, or vibration that will in any way have an objectionable effect upon adjacent or nearby property.</li> <li>5. The home occupation shall be clearly incidental and secondary to the residential use of the premises, shall not change the residential character thereof, and shall result in no incompatibility or disturbance to the surrounding residential uses.</li> <li>6. Identify any interior or exterior alterations or construction features that would be required but are not customarily found in dwellings. The home occupation shall meet all applicable fire, building, and nuisance codes.</li> <li>7. No signs or exterior displays are permitted.</li> <li>8. Identify the hours of operation for the home occupations, but it may not be operated between 9:00 p.m. to 7:00 a.m. unless it is contained within the principal building and does not require any on-street parking facilities.</li> <li>9. Parking of vehicles shall comply with Section 1201.03 Subd. 5 of the zoning regulations. Only one commercial vehicle or trailer may be parked on a residential property, and it may not exceed 12,000 pounds (by license). All vehicles related to the home occupation must be parked on the driveway and may be no closer than 25 feet from the curb or edge of street.</li> </ol>	_____

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_____	<b>Completed application form</b> signed by property fee owner(s)	_____
_____	<b>Application fee</b> check (payable to the City of Shorewood) or cash: \$200	_____

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Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the zoning code. This may include (but is not limited to) wetland delineations, traffic studies, etc.

**The initial approval of a special home occupation permit is valid for one year. Renewals may be granted for periods not to exceed three years.**