



HOME OCCUPATION APPLICATION
VILLAGE OF SPRING LAKE

DATE _____

OWNER'S NAME _____ TELEPHONE # _____

OWNER'S ADDRESS _____

DESCRIBE HOME OCCUPATION _____

REQUIREMENTS

- Site Plan Drawing** of the lot showing all buildings, lot lines, the location of the street or streets and parking areas. A floor plan illustrating where the home occupation takes place within the home shall also be provided.
- Permit** will be issued only after receipt of all required paperwork and after a proper plan review is completed by the Zoning official.
- Permit fee: \$25.00** (Cash, check, certified check or cashiers check payable to Village of Spring Lake accepted)

By signing below, applicant agrees the above information is true and complies with the home occupation ordinances of the Village of Spring Lake.

SIGNATURE _____

Office Use Only

Permit #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Approved by: _____

Section 3.B.3 REQUIREMENTS.

- (1) All home occupations shall be registered with the Zoning Administrator on forms provided by the Village and may require a fee as determined by Village Council from time to time. The registration form shall be accompanied by such information as is necessary to demonstrate compliance with this Chapter.
 - (a) For all home occupations that will be conducted in a rental dwelling unit, the operator of the home occupation shall provide a signed statement from the property owner which states that the property owner knows the type and scope of the home occupation to be conducted on their property and granting the tenant permission to operate the home occupation.
- (2) Home occupations shall at all times comply with all federal, state and local laws including, but not limited to, Building, Housing, Property Maintenance, Fire and other codes and ordinances.
- (3) The operator of the home occupation shall make the dwelling unit within which the home occupation is conducted his/her legal and primary residence, where all activities such as sleeping, eating, entertaining and other functions and activities normally associated with home life are conducted.
- (4) No person, other than members of the family residing in the dwelling, shall be engaged in the conduct of the home occupation.
- (5) The use of the dwelling for a home occupation shall be clearly incidental and subordinate to its use for residential purposes, and not more than twenty (20%) percent of the floor area of the dwelling shall be used for the conduct of the home occupation.
- (6) There shall be no change in the outside appearance of the dwelling or any other visible evidence of the conduct of the home occupation.
- (7) The home occupation shall be conducted entirely within the confines of the dwelling.
- (8) There shall be no sale of products or services on the premises where the home occupation is located except those that are produced or used in the normal conduct of the home occupation. *On-site sale of merchandise shall be limited to:*
 - (a) Items commonly traded or collected or occasionally bought and sold by hobbyists such as stamps, coins, comics, etc., but not including motor vehicles or firearms.
 - (b) Crafts and artistic products produced on-site.
- (9) The home occupation shall not generate traffic in a greater volume than would normally be expected in a residential neighborhood, or in any case no more than ten (10) vehicular trips per day. Any need for parking generated by the conduct of the home occupation shall be met with the provision of suitable off-street parking to be located without utilizing any portion of any required yard.
- (10) No equipment or process shall be used in the home occupation which creates noise, vibration, glare, fumes or odors detectable to the normal senses off of the premises on which the home occupation is located. In addition, no equipment or process shall be used in the home occupation which causes visual or audible interference in any radio, television, cellular or wireless service off the premises or causes fluctuation in the line voltage off the premises.
- (11) No outdoor storage or display of materials, equipment, merchandise or products shall be permitted.
- (12) The home occupation shall use only mechanical and electrical equipment which is similar in power and type to that used for household purposes and hobbies.
- (13) Home occupations shall not require exterior alterations or involve construction features not customary in dwellings. No new external entrance to the space devoted to the home occupation shall be created.
- (14) Visits by customers, clients, students or patients to the premises in which a home occupation is located shall be limited to the hours of 7:00 AM to 8:00 PM. No more than two (2) customers, clients, students or patients shall be on the premises in which a home occupation is located at any one time.

- (15) No sign is permitted for a home occupation.
- (16) The home occupation shall comply with the following standards:
 - (a) The home occupation shall be designed and constructed, and will be operated and maintained, so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the area in which it is proposed.
 - (b) The home occupation shall be served adequately by public services and facilities, including, but not limited to, streets, police and fire protection, drainage structures, refuse disposal, water and sewer facilities and schools.
 - (c) The home occupation shall not involve activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of traffic, noise, smoke, fumes, glare or odors.