



HOME OCCUPATION ZONING PERMIT APPLICATION

Date: _____ Zoning Permit No.: _____ (No. Assigned by the Zoning Administrator)

The application submittal information listed below is hereby submitted to establish a home occupation at:

_____ Address *Tax Map Reference Number _____ Zoning District

**For the tax map reference number and property owner information please call the Person Co. Tax Office at (336) 597-1712.*

Application Check List

Please Note: Incomplete applications will be returned to the applicant for completion)

- _____ Completed Application Form
- _____ Floor plan of entire home, drawn to scale. Designate all area(s) being utilized in connection with your home occupation.
- _____ If applicable, site plan.
- _____ If rental property, written permission from the property owner to establish home occupation, and place sign if applicable.

OCCUPANT

Name: _____

Address: _____ e-mail: _____

Day Time Phone No. _____ Fax No. _____ Cell No. _____

PROPERTY INFORMATION

Name: _____

Address: _____ e-mail: _____

Day Time Phone No. _____ Fax No. _____ Cell No. _____

PROPOSED HOME OCCUPATION (Please describe your home business below):

BUSINESS NAME: _____

NO. OF PARKING SPACES PROVIDED ON SITE: _____; **NO. OF EMPLOYEES:** _____ **FLOOR AREA USED FOR HOME OCCUPATION IN SQUARE FEET:** _____; **TOTAL SQUARE FOOTAGE OF HOME (HEATED/UNHEATED)** _____

Will a sign be installed to promote your home business? ____; If yes, please complete the following:

1. Sign Type (please check "x"):

___ Wall Sign; ___ Ground or Pole Sign; ___ Other: _____

2. Sign Size (Attach drawing of sign, show dimensions of signs): ____ sq. ft.

3. If ground or pole sign, attach drawing/map of property showing where the sign will be placed. How tall will it be (measured from average grade to the top of the sign)? ____ft.

Note: Additional information may be needed upon review of drawing.

Conditions of Approval: A home occupation shall be permitted as an accessory use to a dwelling unit in a R-1, R-2, & B-5 Zoning District in accordance with the following performance standards:

There shall be no:

1. Perceivable noise, odor, smoke, glare, electrical interference, or vibration emanating from the home occupation,
2. Outdoor storage of materials or equipment or display of goods, stock in trade, or other commodities,
3. On-premise retail or wholesale sales except for catalog and electronic (i.e., via telephone, facsimile, internet, etc.) business orders. Said orders may be received for goods, products or commodities bought or secured for the express purpose of resale at retail and wholesale when the products are received and sent from the premises to fulfill catalog or electronic business orders.
4. More than one person not a resident on the premises is employed in connection with the purported home occupation,
5. More than twenty-five (25%) percent of the total gross floor area of the residential buildings plus other building housing the purported home occupation, or more than 500 square feet of gross floor area (whichever is less), is used for home occupation purposes.
6. Traffic generated by the home occupation that exceeds what would normally be expected in residential neighborhood,
7. Exterior indication of the home occupation or other variation from the residential character of the building(s)/property.
8. Signs shall be erected in association with the home occupation except in compliance with the City's Zoning Ordinance, Section 10.

I have read and understand the above mention regulations and agree to comply with these regulations. I certify that all application information is true and correct to the best of my knowledge. I authorize the City's of Roxboro Zoning Administrator or designated representative to enter upon the above referenced property for the purpose of inspecting and verifying compliance with the City's ordinance provisions. ***I also understand any variance from this application, including approved floor plan, shall constitute the revocation of this Permit. Moreover, a home occupation business may not be started without first obtaining a zoning permit from the Zoning Administrator.***

Applicant or Authorized Agent

Date

Zoning Administrator

Date Approved/Denied (Circle)