



## HOME OCCUPATION FORM<sup>1</sup>

This handout is intended to provide guidance on putting together and submitting a home occupation application in Montgomery. The purpose of this form is to prevent competition with business districts and to provide a means through the establishment of specific standards and procedures by which home occupations can be conducted in residential neighborhoods without jeopardizing the health, safety, and general welfare of the surrounding neighborhood. The purpose of the home occupation form is to provide the City a chance to review your proposal.

In order to have your home occupation application be complete and reviewed in the timeliest fashion, there are a number of steps that must be followed:

1. Contact City staff to discuss your home occupation request and obtain a zoning permit.
2. Put together an informational packet (described herein) that fulfills the home occupation submittal requirements. Initially providing detailed information and answers will greatly reduce the potential overall review time.
3. Submit your completed packet to staff for review. Staff will examine your information to determine if the application is complete, and contact you if additional information is required or was omitted. It is to your advantage to submit your materials as early as possible so staff can assist you in ensuring your application is complete and be able to process accordingly.
4. Staff will address completed applications by reviewing all information and either approve, approve with conditions or deny the home occupation request based on their findings.

The City Council has established a **\$0** non-refundable fee for processing a home occupation application.

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<sup>1</sup>The information provided in this document is intended to be a correct statement of the law as set forth in the Montgomery City Code and the laws of the State of Minnesota. However, the applicant should refer to the actual sources and consult with their own legal advisor regarding applicability to their application. In providing this information, the City makes no representations nor provides any legal advice or opinion.

At a minimum, the following materials must be submitted prior to deeming an application complete:

Sub:   Req:   Item:

\_\_\_     \_\_\_     **1. Zoning Permit Application** signed by all property owners along with payment of the proper filing fee.

\_\_\_     \_\_\_     **2. Home Occupation Application Form**

Property Address: \_\_\_\_\_

Application is hereby made for a Home Occupation Permit to conduct the following: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Details of the Request

Hours of Operation: \_\_\_\_\_

Lighting: \_\_\_\_\_

Glare: \_\_\_\_\_

Noise: \_\_\_\_\_

Odor: \_\_\_\_\_

Equipment: \_\_\_\_\_

Disturbances: \_\_\_\_\_

On and Off Street Parking: \_\_\_\_\_

Employees: \_\_\_\_\_

Repair/Manufacturing: \_\_\_\_\_

Sales of Products: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Staff Findings:   \_\_\_ Approved   \_\_\_ Approved with Conditions   \_\_\_ Denied

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Criteria for granting a Home Occupation Request***

1. The use shall be limited to one room in the dwelling unit and shall not exceed 50% of the structure's total floor area. Day-Care businesses may occupy more than one room in the dwelling but shall not exceed 50% of the structure's total floor area.
2. No more than one person, other than the members of the family occupying the dwelling shall be employed in conjunction with the home occupation.
3. No noise, vibration, glare, fumes, odors, or electrical interference detectable off premises.
4. No special or hazardous wastes, or noxious matter may be generated.
5. No mobile home, travel trailer, motor home, camper or similar vehicle may be used for office, business, industrial manufacturing, testing or storage of items used with or in a business, commercial or industrial enterprise.
6. No interior or exterior business sign shall be permitted unless authorized by the sign regulations for residential districts.
7. There shall be no exterior storage of business equipment, materials, merchandise, inventory, or heavy equipment.
8. Vehicular traffic flow and parking within the driveway shall not increase by more than four additional vehicles at a time.
9. All parking related to the home occupation shall be off street and within the driveway.
10. Shall not constitute a fire hazard to neighboring residences, will not adversely affect neighboring property values, or constitute a nuisance or otherwise be detrimental to the neighborhood because of excessive traffic, excessive noise, odors, or other circumstances.
11. No home occupation shall operate between the hours of 10:00 p.m. and 6:00 a.m. unless such activity is entirely maintained within the principal building and will not require any on-street parking.
12. The City reserves the right upon issuing any home occupation license to inspect the premises in which the occupation is being conducted to ensure compliance with the provisions of this Section, the Minnesota State Building Code, the Montgomery Residential Rental Code, or any other conditions additionally imposed.