

HOME OCCUPATION PERMIT INFORMATION
For a Type III HO Permit
(City of Huron & Joint Jurisdictional Area zoned other than AG)
Planning Office

353-8512

239 Wisconsin SW

Application is due back _____.

Your attendance at the following meetings is requested: _____, 12:00 Noon and _____, 5:30 p.m.

Applying for a Home Occupation Permit? This information will assist you through the application process. Please visit with the City Planner before proceeding to complete the application. The Planner will review the appropriate zoning ordinances and application process. The Office will provide the appropriate application for you to complete and return.

Type III Home Occupation permitted uses include, but are not limited to the following:

- (a) General contracting.
- (b) Landscape maintenance (lawn mowing, irrigation system installation or repair, care and planting or living ornamental vegetation or snow removal).
- (c) Building maintenance and janitorial services (carpet cleaners).
- (d) Environmental services involving the storage or handling of hazardous or toxic materials.
- (e) Animal grooming, taxidermy with the condition that any animal grooming will be secondary to the use of the house as a residence.
- (f) Household appliance repair.
- (g) Vehicle repair or detailing provided that the use and any related activities are enclosed entirely within structures on the lot. (Vehicle body repair and painting are not allowed).
- (h) Uses involving a commercial vehicle other than an automobile or standard pickup truck.
- (i) Food processing or packing for sale off the premises.

The Neighborhood: It is highly recommended that you visit with and inform your immediate neighbors about your plans. It is recommended that you address their concerns in your application.

The Form: After visiting with your neighbors please complete the application and return it to the Planning Office by the last Monday of the month. An incomplete form will not be accepted.

Three-Mile Area: If your property is located outside of city limits in the Joint Jurisdictional Area and zoned other than Ag, you are required to apply to the City of Huron for a home occupation permit. A joint city/county planning commission meeting will be scheduled to hear your request.

Fee: There is a \$100.00 filing fee. This fee covers the cost of processing your request. If at any time prior to the Board of Adjustment hearing you withdraw your request, you will be refunded \$50.00.

Review: The Planning and Inspection Offices will review your request and any property in question. Written remarks/recommendations will be forwarded to the Hearing Examiner. Such remarks/recommendations are available to the applicant upon request. It may suggest that the applicant be required to abide by certain conditions as part of the approval of their request.

Notice: At least 7-10 days before the hearing by the Hearing Examiner; the Planning Office will post a sign on the applicant's property and will mail a public notice to all property owners and/or residents within 150 feet of your property (excluding public right-of-way). The Planning Office can provide you with a list of addresses that will be notified.

Hearing Examiner: Generally on the third Wednesday of the month, the Hearing Examiner will hold the first public hearing. You or your representative is expected to be present. The Hearing Examiner will take testimony for and against your request. Following the discussion of your request, the Examiner may vote in favor or against your request. The Examiner's recommendation will be forwarded to the Board of Adjustment.

Board of Adjustment: Generally on the following Monday of the month at 5:30 p.m., the City Commission, will consider your request. Following the discussion of your request, they may vote in favor or against your request.

Renewals

All home occupation permits are reviewed every two years. There is no fee charged for the renewals. If a complaint regarding the home occupation occurs, the property will be inspected prior to the 2-year renewal and you will be notified of any changes regarding the permit.

If you have questions, please call 353-8512.

City of Huron
HOME OCCUPATION PERMIT APPLICATION
(filing fee - \$100.00)
[please print]

Applicant: _____
Address: _____
Phone: _____

Project Address: _____
Legal Description: _____
Zone: _____ Zoning code affected: 23.____.____ & 23.____.____

REQUEST PERMISSION TO: _____

NOTE: All approved home occupation permits shall be granted with the following conditions:
(1) The Hearing Examiner and City Commission may attach restrictions or stipulations as they see fit.
(2) All home occupation permits are subject to biennial review.
(3) There shall be no renewal permit fee for home occupation permits.

1. Please describe your project: _____

2. What will be its effect on your neighborhood: _____

3. Describe any special situations which the commission should consider:

4. Hours of operation? _____

Please review the following requirements and mark your ability to comply. If you cannot comply with one or more of the requirements, explain the situation and why you cannot meet the requirement(s).

	Can comply	Cannot comply
1. The home occupation will be conducted within the dwelling or accessory building.	_____	_____
2. The home occupation is subordinate to the principal use of the premises.	_____	_____
3. There will be no exterior visible evidence of the home occupation.	_____	_____
4. Signage allowed: One single surfaced nameplate sign not exceed two square foot in area per surface. Sign may indicate the name of the occupant, address of the occupant, and the type of home occupation. The sign must be located behind the property line, which is generally 1' inside (toward the home) the sidewalk.	_____	_____
5. There will be no commodity sold upon the premises except that which is prepared on the site or furnished as incidental to the service rendered.	_____	_____
6. The home occupation will cause no emission of odor, gas, smoke, dust or noise.	_____	_____
7. I will provide at least three off-street parking spaces for customers. Where are these located on the property?	_____	_____

In signing this application, I understand and acknowledge that the City of Huron will post a sign on my property and notify my neighbors (adjacent to the location of the requested use).

Signature of Applicant: _____ Date: _____

HEARING EXAMINER ACTION

Hearing Examiner Comments: _____ (see attached comment sheet)

Approved: _____ Denied: _____ Withdrawn: _____

City Commission Comments: _____

Approved: _____ Denied: _____ Withdrawn: _____

Finance Officer's Signature: _____