

## Type III Home Occupation Permit Application Information

(City of Huron & Joint Jurisdictional Area zoned other than AG)

Return **COMPLETE** application to: City Planning & Inspections Office, 239 Wisconsin Avenue SW  
(Phone: 353-8512) by \_\_\_\_\_ .

### Meeting dates:

Hearing Examiner 12:00 Noon _____	City Commission 5:30 _____
Joint City/County Planning Cmsn 7:00 pm _____	Contact the Auditor at (605) 353-8400 for County Commission Meeting date & time

You (or a representative) are expected to be present at the hearings to explain the proposed project and answer questions. The Hearing Examiner and City Commission meet in the City Commission meeting room. The County Commission meets at the Court House.

**What is a Home Occupation?** From Ordinance 23.04.048: "Home Occupation means any gainful occupation or profession conducted within a dwelling or accessory building by a resident thereof."

**Applying for a Home Occupation Permit?** This information will assist you through the application process. Please visit with City staff before proceeding to complete the application. A city staff member will review the appropriate zoning ordinances and application process with you.

### 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) Motorized vehicle detailing (consisting of cleaning and polishing) provided that the use and any related activities are enclosed entirely within structures on the lot. (Motorized 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.

### 23.04.060 Prohibited Home Occupations.

- (1) Car sales as a business.
- (2) Home Occupation by lessee/renter without written consent of property owner.
- (3) Kennels or boarding for pets, training or raising of dogs or cats, birds, or other animals where any animals are kenneled or boarded out-of-doors.
- (4) Manufacture or processing of goods, materials or objects, **except** uses such as dressmaking, arts and handicrafts, where goods are not manufactured or processed as stock for sale or distribution.
- (5) Sales of commercial cleaners.
- (6) Sales and repair of motorized vehicles.
- (7) Sales of firearms, explosives or other weapons which require a state or federal license to provide such services.
- (8) Tattoo or body piercing parlors.
- (9) Businesses that serve customers in vehicles though means of a drive-through.

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

**The Form:** The application must be filed **30 days** prior to the public hearing date. An incomplete form will not be accepted.

**Joint Jurisdictional Area:** If your property is located outside 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. The Joint Planning Commission makes a recommendation and then second and third hearings are held in front of the City Commission and County Commission who make the decision.

**Fee:** There is a \$200.00 application fee which covers the cost of processing your request. If at any time prior to the City Commission (Zoning Board of Adjustment) hearing you withdraw your request, you will be refunded \$100.00.

## **THE PROCESS**

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

**Notice:** The City will publish a notice of the public hearings in the Huron Daily Plainsman at least ten days before the first hearing. Also, seven to ten days before the hearing by the Hearing Examiner; the Planning Office will post a sign on the applicant's property and will mail a project 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.

## **HEARINGS**

**Hearing Examiner:** Generally held on the third Wednesday of the month, the Hearing Examiner will hold the first public hearing and take testimony for and against your request. Following the discussion, the Hearing Examiner and may recommend in favor, in favor with conditions, or against your request. The Examiner's recommendation will be forwarded to the Board of Adjustment.

**Board of Adjustment:** Generally on the following Monday at 5:30 pm 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.

**HOME OCCUPATION PERMIT APPLICATION**

Filing fee - \$200.00  
[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).

I do hereby authorize entry to city staff/hearing examiner onto the property before the meeting for the purpose of reviewing the request.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Home occupations are intended for the residents of residential properties and will not be granted for parties that do not reside at the requested residence.**

Hearing Examiner Recommendation: Approved:  Denied:  Withdrawn:

City Commission Comments: \_\_\_\_\_

Approved:  Denied:  Withdrawn:

Finance Officer's Signature: \_\_\_\_\_