

### Minor Home Occupation Application

Please check all applicable boxes and complete the required documentation. Additional information and submittal requirements are contained in Section 2.22 of the Unified Development Ordinance (UDO).

If completing by hand, please use black or blue ink.

**\* Please fill out all required fields**

Date: \_\_\_\_\_

#### Contact Information\*

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Property Information\*

Parcel ID Number (PIN): \_\_\_\_\_ Acreage: \_\_\_\_\_

#### Description of Home Occupation\*

Describe in detail the nature of the home occupation (if applicable provide business name):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### On-premise Sales and Delivery of Goods\* – UDO Section 5.5.4(A)(2)(a)(v)

Will the home occupation contain delivery and sale of goods incidental to provision of service?

Yes  No - If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Employees\* – UDO Section 5.5.4(A)(2)(b)(i)

Number of employees living in residence (including business owner): \_\_\_\_\_

Number of employees not living in residence: \_\_\_\_\_

#### Home Occupation Footprint\* – UDO Section 5.5.4(A)(2)(b)(i)

Size of residence (square feet): \_\_\_\_\_

Portion of the residence used for home occupation (square feet): \_\_\_\_\_

Note: Indicate area on the floor plan and in the narrative the Home Occupation area(s) and if they are also used for other purposes (e.g. Kitchen 500 sq. ft. used for home and home occupation purposes).

**Accessory Structures\*** – UDO Section 5.5.4(A)(2)(b)(iii)

**Size of structures** (square feet): \_\_\_\_\_

Note: Building or portion of building used in support of home occupation cannot exceed 1,500 square feet for a Minor Home Occupation.

**If the accessory structure is larger than 1,000 square feet:**

**Indicate year constructed:** \_\_\_\_\_

**Area/portion used for home occupation** (square feet): \_\_\_\_\_

**Outdoor Storage\*** – UDO Section 5.5.4(A)(2)(b)(iv)

**Will there be outdoor storage?**  Yes  No – If yes, indicate screening and setback (minimum 40 feet) from road right of way on site plan.

Note: Outdoor storage allowed only in the RB, AR, and R-1 zoning districts.

**Other Submittal Requirements\***

- Application form as required by Section 2.22 of the Unified Development Ordinance.
- The plot plan shall be drawn in accordance with Section 2.4.3 of the Unified Development Ordinance and shall contain the following per Section 5.5.4:
  - a. The location of the residence or accessory building in which the home occupation is to be located in relation to existing property lines and adjacent homes.
  - b. The location, number, and means of access to required off street parking areas.
  - c. The location and type of required landscaping and/or screening.
- The floor plan shall contain the location, size, and use of each room or area within the residence and/or accessory building.
- Review fee

**Certification and Signatures\***

I, the applicant, hereby certify that the foregoing application is complete and accurate. I understand that I am bound to comply at all times with the rules and regulations for a home occupation as specified in the Orange County Unified Development Ordinance (UDO).

\_\_\_\_\_  
**Owner Signature(s)**

\_\_\_\_\_  
**Date**

**Section Completed by Staff**

**Zoning:** \_\_\_\_\_

**Watershed:** \_\_\_\_\_

**Other overlay districts impacting property:** \_\_\_\_\_