



Application No. \_\_\_\_\_

Permit No. \_\_\_\_\_

### **Home Occupation Permit Application**

The applicant shall submit a copy of this form, along with a copy of all supplementary information, to the Village Planner for the Village of Granville. Application shall include a fee as specified by the Village Ordinances.

- 1) Name of Applicant or Agent \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_
- 2) Name of Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_
- 3) Location/Address of Property \_\_\_\_\_
- 4) Existing Zoning District \_\_\_\_\_
- 5) Existing Use of Property \_\_\_\_\_
- 6) Nature of Home Occupation Requested (Please address ALL regulations and Standards of Chapter 1181. If more space is necessary, please attach a piece of paper): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7) Number of persons involved in occupation \_\_\_\_\_
- 8) Length of time home occupation shall be carried on \_\_\_\_\_
- 9) Percentage of floor area used in the conduct of the home occupation \_\_\_\_\_
- 10) Please certify the home occupation will not be conducted in any accessory building:  
\_\_\_\_\_ True; \_\_\_\_\_ False
- 11) Approximate sale of goods on premises (if applicable) \_\_\_\_\_
- 12) Traffic volume generated on premises and in neighborhood \_\_\_\_\_
- 13) The requirements of Chapter 1181 must be addressed on an attached paper if not addressed in this application. Applicant is responsible for compliance with the Codified Ordinances of Granville.
- 14) Such additional information as may be required by the Zoning Ordinance or requested by the Village Manager and/or Village Planner to review the application.

**I certify that the information and facts provided on and with this application are true and correct.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*If the applicant is not the property owner, a separate letter will need to be submitted indicating that the property owner is aware of and approves of the use requested for their property, or the property owner shall be required to sign below.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

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**(To be completed by the Village Planner)**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Date of Decision \_\_\_\_\_

\_\_\_\_\_  
Village Planner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date

Fee \$ \_\_\_\_\_

Date Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

## Home Occupation

Applicant must attach all of the following :

- 1) A legal description of the property.
- 2) Description of existing uses of all parts of the lot or property; proposed Home Occupation and the present zoning district in which the current use is located; the provisions of the Zoning Ordinance which are applicable.
- 3) A statement of the relationship of the proposed use to adjacent land use in terms of traffic, parking, noise and other nuisances and general compatibility.
- 4) A statement responding to the criteria for approval of such application (Section 1181.02, Regulations and Standards is attached) - space is provided on the application, but additional paper may be used.
- 5) Copy of the plot plan showing:
  - a. Boundaries and dimensions of the lot with the size and location of all proposed or existing structures. The plot plan shall also show a map that indicates all adjacent properties with the approximate location of existing structures.
  - b. Traffic access, traffic circulation, existing and proposed utilities, parking, tree locations, landscaping, signs, refuse and service areas and other such information relevant to the application.
  - c. The nature of any special conditions or circumstances.
- 6) Regulations and Standards (Section 1181.02):
  - a. Operator. No person other than members of the family residing on the premises shall be engaged in such occupation.
  - b. Use. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five percent (25%) of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
  - c. Signs. There shall be no external indication of such home occupation other than one sign, controlled by the sign regulations in this Zoning Ordinance.
  - d. No home occupation shall be conducted in any accessory building.
  - e. Outdoor storage of equipment, material, or stock or other items is not permitted. On-premise storage of explosives or highly flammable or extremely hazardous materials as defined by the U.S. Environmental Protection Agency is not permitted.
  - f. Sale of Goods. Goods sold on premises shall be limited so as not to create an undue burden on public facilities or create a negative effect on the neighbors.
  - g. No traffic shall be generated by such home occupation in greater volume than would normally be expected in a residential neighborhood during such time and day, and any need for parking generated by the conduct of such home occupation shall meet the off-street parking requirements as specified in this Zoning Ordinance, and shall not be located in a required front yard.
  - h. No equipment or process shall be used in such home occupation, which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in the line voltage off the premises.
  - I. Number of occupations. More than one home occupation may be conducted on the premises; however the combined business-related impact of all home occupations shall be considered when evaluating any application under this chapter.
  - j. Without limiting any other requirements, delivery vehicles are only permitted by commercial services that customarily make residential deliveries.